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SAN FRANCISCO
PUBLIC LIBRARY COMMISSION

The San Francisco Public Library Commission has not always printed its minutes in final form. For the disposition of draft minutes, where final or "approved" minutes are missing, consult the minutes of subsequent meetings

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L. BROWN, JR.
A. COULTER
. STREETS
ESIDENT
Y AGNOS
E K. CHIN
S A. HIGUERAS, A.I.A.
T H. LLORENTE
STEIMAN
SSIONERS
TH E. DOWLIN
BRARIAN
- W. CULVER
SECRETARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION MEETING SCHEDULE - 1996

COMMISSION

First Tuesday of the Month, 5:30 p.m.
Steven A. Coulter, Commission President

January 2*; February 6; March 5; April 2*; May 7; June 4; July 2; August 6; September 3; October 1; November 5; December 3

FINANCE, OPERATIONS & BUILDING COMMITTEE

Third Tuesday of the Month, 4:00 p.m.
Vice President Fran A. Streets, Chair
Commissioners Sherry Agnos and Charles A. Higueras, A.I.A., Members

January 16; February 20; March 19; April 23; May 21; June 18, July 16; August 20; September 17; October 15; November 19; December 17

PLANNING & POLICY COMMITTEE

Third Thursday of the Month, 4:30 p.m.
Commissioner Ernest H. Llorente, Chair
Commissioners Lonnie K. Chin and Carol Steiman, Members

January 18; February 15; March 21, April 25; May 16; June 20; July 18; August 15; September 19; October 17; November 21; December 19

*Please note meeting will start at 6:30 p.m. on these dates

08/06/96:MWC

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LIBRARY COMMISSION MEETING LOCATIONS 1996

JANUARY 1996*
Tuesday, January 2, 6:30 p.m.
Marina Branch Library
1890 Chestnut Street
415/292-2150

FEBRUARY 1996
Tuesday, February 6, 5:30 p.m.
Excelsior Branch Library
4400 Mission Street
415/337-4735

MARCH 1996
Tuesday, March 5, 5:30 p.m.
Park Branch Library
1833 Page Street
415/666-7155

APRIL 1996*
Tuesday, April 2, 6:30 p.m.
Ortega Branch Library
3223 Ortega Street
415/753-7120

MAY 1996
Tuesday, May 7, 5:30 p.m.
Main Library - L/H Comm Mtg Rm
100 Larkin Street - Civic Center
415/557-4400

JUNE 1996
Tuesday, June 4, 5:30 p.m.
Main Library - L/H Comm Mtg Rm
100 Larkin Street - Civic Center
415/557-4400

JULY 1996
Tuesday, July 2, 5:30 p.m.
Main Library - L/H Comm Mtg Rm
100 Larkin Street - Civic Center
415/557-4400

AUGUST 1996
Tuesday, August 6, 5:30 p.m.
Main Library - L/H Comm Mtg Rm
100 Larkin Street - Civic Center
415/557-4400

SEPTEMBER 1996
Tuesday, September 3, 5:30 p.m.
Chinatown Branch Library
1135 Powell Street
415/274-0275

OCTOBER 1996
Tuesday, October 1, 5:30 p.m.
Main Library - L/H Comm Mtg Rm
100 Larkin Street - Civic Center
415/557-4400

NOVEMBER 1996
Tuesday, November 5, 5:30 p.m.
Bayview-A.E.Waden Branch
5075 - 3rd Street
415/715-4100

DECEMBER 1996
Tuesday, December 3, 5:30 p.m.
Main Library - L/H Comm Mtg Rm
100 Larkin Street - Civic Center
415/557-4400

**Please note meeting will start at 6:30 p.m. on these dates.*

08/06/96:MWC

The public is invited to attend.

E L. BROWN, JR.
N A. COULTER
nt
A. STREETS
resident
Y AGNOS
IE K. CHIN
ES A. HIGUERAS, A.I.A.
ST H. LLORENTE
L STEIMAN
ISSIONERS
ETH E. DOWLIN
Librarian
T W. CULVER
Secretary

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FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: Tuesday, January 2, 1996

TIME: 6:30 PM

PLACE: Marina Branch Library, 1890 Chestnut (near Webster)

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AGENDA:

1. **CALL TO ORDER**

   A. Pledge of allegiance
   B. Roll call

2. **PUBLIC COMMENT**

3. **APPROVAL OF MINUTES OF COMMISSION MEETING OF DECEMBER 5, 1995**

4. **ADOPTION OF RESOLUTION #2044:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of December 1995

5. **PRESIDENT'S REPORT**
   Commissioner James P. Herlihy

   A. Welcome: David Dale, Marina branch manager

   B. Report on Joint Hearing regarding Children's Plan

   C. Announcement of President's appointment to fill vacancy on Building and Facilities Committee

   D. Update on status of New Main Library: James Cheng, Department of Public Works

   E. Update on status of branch construction projects: James Chia and Jorge Alfaro, Department of Public Works

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6. NOMINATING COMMITTEE REPORT

A. Report from Nominating Committee on its recommendations for offices of President and Vice President of the San Francisco Public Library Commission for 1996

B. Acceptance of other nominations from the Commission

C. Election of President and Vice President

7. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Monthly report from Library Express, Roberto Esteves, Assistant Chief of the Main

B. Presentation and possible action to approve memorandum of understanding with the Library Foundation of San Francisco: Kenneth E. Dowlin, City Librarian

C. Presentation and possible action to approve memorandum of understanding with Friends of the Library: Kenneth E. Dowlin

D. Presentation and possible action to approve memorandum of understanding with the Gay and Lesbian Historical Society of Northern California: Kenneth E. Dowlin

E. Report on 1994-95 library materials purchases: David Price, Special Assistant to the City Librarian

F. Presentation regarding staff training: David Price

8. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

No meeting held in December

9. BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting held in December

10. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No meeting held in December

11. LIBRARIANS' GUILD REPORT

12. ADJOURNMENT

12/27/95:MWC

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of the need.

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6. Commission meetings at the Main Library will be held in the Lurie Room on the first floor. The closest accessible BART station to the Main Library is Civic Center. The library is only two blocks from all Muni lines on Market Street and Van Ness Avenue. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librorion

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, January 2, 1996

The San Francisco Public Library Commission held a meeting on Tuesday, January 2, 1996, at Marina Branch Library.

1. **CALL TO ORDER**

The meeting was called to order by President James P. Herlihy at 6:30 p.m. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Herlihy; Commissioner Karen Crommie; Commissioner Thomas H. Gee, J.D., Vice President Walter G. Jebe, Sr.; Commissioner Fran A. Streets; and Commissioner Norman V. Wechsler.

2. **PUBLIC COMMENT**

3. **APPROVAL OF MINUTES OF COMMISSION MEETING OF DECEMBER 5, 1995:**

MOTION: Commissioner Streets moved to accept the minutes as corrected.

ACTION: Unanimously approved

4. **ADOPTION OF RESOLUTION #2044:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of December 1995

MOTION: Commissioner Jebe moved to accept Resolution #2044.

ACTION: Unanimously approved

5. **PRESIDENT'S REPORT**
Commissioner James P. Herlihy

A. Welcome: David Dale, Marina branch manager, welcomed meeting attendees to the Marina Branch.

B. President Herlihy reported on the Joint Hearing regarding the Children's Plan which was attended by a quorum of the Library Commission.

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C. President Herlihy appointed Commissioner Wechsler to fill the vacancy on the Building and Facilities Committee.

D. James Cheng, Department of Public Works, gave an update on the status of the New Main Library

E. James Chia, Department of Public Works, gave an update on the status of the Chinatown Branch construction project.

6. NOMINATING COMMITTEE REPORT

Commisioner Streets reported that the Nominating Committee recommendations for the offices of President and Vice President of the San Francisco Public Library Commission for 1996 had been tabled at its December 29, 1995, meeting.

MOTION: Commissioner Wechsler moved to accept the recommendation of the Nominating Committee.

ACTION: Unanimously approved

7. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Roberto Esteves, Assistant Chief of the Main, delivered the monthly report on Library Express.

B. Presentation and possible action on the memorandum of understanding with the Library Foundation of San Francisco was continued to a future meeting.

C. Presentation and possible action on the memorandum of understanding with Friends of the Library was continued to a future meeting.

D. Presentation and possible action on the memorandum of understanding with the Gay and Lesbian Historical Society of Northern California was continued to a future meeting.

E. David Price, Special Assistant to the City Librarian, reported on the 1994-95 library materials purchases.

F. David Price made a presentation regarding staff training.

8. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

No meeting held in December

9. BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting held in December

10. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No meeting held in December

11. LIBRARIANS' GUILD REPORT

Melissa Riley, Guild board member, voiced concerns of the Guild.

12. ADJOURNMENT

President Herlihy thanked the staff, especially that of the Audio Visual Department, Security and the Marina Branch.

Upon a motion by Commission Jebe, unanimously approved by the members, President Herlihy adjourned the meeting at 8:37 p.m.

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of commission handouts are available in the office of the Commission Secretary, 45 Hyde Sreet, San Francisco, CA 94102.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, January 2, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, January 2, 1996, at Marina Branch Library.

1. CALL TO ORDER

The meeting was called to order by President James P. Herlihy at 6:30 p.m. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Herlihy; Vice President Walter G. Jebe, Sr.; Commissioners Karen Crommie; Thomas H. Gee, J.D.; Fran A. Streets; and Norman V. Wechsler.

2. PUBLIC COMMENT

Marcia Popper, library patron, reported increased reference requests at Presidio Branch after the closing of the Old Main Library and directed attention to an article on the Presidio Branch in the *New Fillmore*.

In answer to David Gabler, Local 790 representative, President Herlihy explained that three MOU items on the agenda would be discussed at this meeting but no vote would be taken.

Timothy Gillespie, Public Access Project, stated that he is entitled to three minutes to comment on each agenda item and read to the Commission section 67.17c of the Sunshine Ordinance. President Herlihy stated that the Commission's public comment policy would be reviewed by the Planning Committee.

Buck Delventhal, Deputy City Attorney, offered advice regarding public comment.

In response to President Herlihy's question, Mr. Delventhal suggested options which are available if a member of the public declines to observe the rules of the Commission.

In response to Commissioner Streets' question, Mr. Gillespie suggested that President Herlihy relinquish the chair during public comment.

Commissioner Crommie suggested that Mr. Gillespie be allowed additional time.

MOTION: Vice President Jebe moved to allow Mr. Gillespie an additional five minutes of comment.

Bill Hale, library patron, cited reasonableness as the test and referred to the November Library Express report which was a non-action item which could not be addressed.

ACTION: Unanimously approved.

Mr. Gillespie asked the Commission to disallow branch librarians from establishing a branch posting policy. He stated that he had been denied copies of the MOUs and asked that the Commission not act on them until copies were made public.

3. APPROVAL OF MINUTES OF COMMISSION MEETING OF DECEMBER 5, 1995

Commissioner Streets requested that the minutes include that the general contractor had indicated that he would **not** be filing a claim.

MOTION: Commissioner Streets moved to approve the minutes of December 5, 1995, as amended.

Mr. Gillespie stated that the December 5 meeting had been adjourned prior to going into closed session.

ACTION: Unanimously approved

4. ADOPTION OF RESOLUTION #2044: Approval of temporary, exempt and non-Civil Service appointments and separations for month of December 1995

MOTION: Vice President Jebe moved to accept Resolution #2044.

ACTION: Unanimously approved

5. PRESIDENT'S REPORT
Commissioner James P. Herlihy

A. David Dale, Marina branch manager, welcomed meeting attendees to the Marina Branch and explained that the neighborhood is pleased with the additional hours, books and Sunday service.

B. President Herlihy reported on the December 14, 1995, Joint Hearing regarding the Children's Plan which was approved by the Library Commission, Social Services Commission, Recreation and Park Commission and Juvenile Justice Commission.

C. President Herlihy appointed Commissioner Wechsler to fill the vacancy on the Building and Facilities Committee.

D. James Cheng, Department of Public Works, gave an update on the status of the New Main Library. Contingency fund is still at $250,000 and the contractor will be making no claims, although two subcontractors are planning to make claims against the City. In answer to President Herlihy's question, Mr. Cheng assured the Commission that by mid-January all carpet should be in place and that no time was being lost with regard to the furniture. Mr. Cheng reported that joint testing should be completed by the end of the third week of January and that the contractor would turn the building over to the City by the end of January. He reassured Commissioner Wechsler that the New Main Library would still be opening on April 16, and Kathy Page explained that transfer of books would begin February 5.

E. James Chia, Department of Public Works, gave an update on the status of the Chinatown Branch renovation project. Contractor assures it will be completed on time.

6. NOMINATING COMMITTEE REPORT

Commissioner Streets reported that the Nominating Committee recommended tabling the election of officers.

MOTION: Commissioner Wechsler moved to table the election of Commission President and Vice President to the call of the President.

ACTION: Unanimously approved

7. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Kathy Page, Chief of Main, delivered the monthly report on Library Express and provided a handout dated January 2, 1996. In response to Vice President Jebe's concern regarding uncollected accounts and using only credit card payment, Kathy Lawhun explained the billing and collection process. Cost of fees for databases will be reported in February.

B. President Herlihy reported his understanding that copies of the draft MOUs had not yet been received by the Commission but had already been made public. In answer to Commissioner Wechsler's question, Mr. Delventhal advised that under the Sunshine Ordinance members of the public are entitled to see drafts of contracts 10 days before they are scheduled for action. Commissioner Crommie questioned whether it was appropriate for the public to see documents before

Commissioners see them.

C. Mr. Dowlin described proposals for providing space in the New Main Library for the Library Foundation and Friends of the Library. The Commission agreed to his suggestion to schedule a special meeting to consider the MOUs once counsel prepares final drafts.

D. Presentation of the memorandum of understanding with the Gay and Lesbian Historical Society of Northern California was continued to a future meeting.

E. David Price, Special Assistant to the City Librarian, submitted a written report on the 1994-95 library materials purchases.

F. Mr. Price made a presentation regarding staff training and submitted a memo dated December 27, 1995, from the Staff Development Committee summarizing the plans for training library staff.

In response to a question from Commissioner Streets, Mr. Price reported $10,000 is available to hire a consultant through the Department of Human Resources. Next year, funds will be requested for training and a staff member will be reviewing long-range training needs.

In response to a concern expressed by Commissioner Streets, Kathleen Murray, Personnel Officer, agreed that library volunteers who have contact with the public should also receive training.

8. FINANCE COMMITTEE REPORT
Commissioner Norman V. Wechsler, Chair

No meeting held in December

9. BUILDING AND FACILITIES COMMITTEE REPORT
Commission Vice President Walter G. Jebe, Sr., Chair

No meeting held in December

10. PLANNING COMMITTEE REPORT
Commissioner Karen Crommie, Chair

No meeting held in December

11. LIBRARIANS' GUILD REPORT

Melissa Riley, Guild board member, requested the following: discussion regarding indoor

air quality and "flushing out" the New Main Library; that contracts be available to the commissioners and the public 10 days ahead of the meeting at which action would be taken; that comment on non-action items be permitted since the Guild's report is at the end of the agenda; discussion on Library Express database fees; that "patron" be used in the Staff Development training plan instead of "customer"; and that volunteers not do reference work.

12. ADJOURNMENT

President Herlihy expressed gratitude to the staff of the Public Library.

Upon Vice President Jebe's motion, President Herlihy adjourned the meeting at 8:37 p.m.

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

POSTED: 01/26/96 - MWC

Resolution #2044

[PERSONNEL APPOINTMENTS/SEPARATIONS]

APPROVAL OF TEMPORARY, EXEMPT, AND NON-CIVIL SERVICE APPOINTMENTS AND SEPARATIONS MADE DURING THE MONTH OF DECEMBER 1995.

RESOLVED, That in accordance with Charter Section 3.501, the following temporary, exempt, and non-Civil Service appointments which have been made by the City Librarian for the month of December 1995 be approved:

3602 Library Page

Flores, Patricia R.
Fontanilla, Maricar
Hall, Kirsten
Lam, Tuyet D.
Lee, Jonathan
Lee, May
Lumbert, Perrin
Markopoulos, Kirk
Oliver, Antoine T.
Zhao, Shuyi

AND FURTHER BE IT RESOLVED, That the following separations from temporary, exempt, and non-Civil Service appointments be approved:

3602 Library Page

Gohl, Carol
Thomas, Earth
Yu, Jeannie
Mermer, James

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Frank M. Jordan
Mayor

James P. Herlihy
President

Walter G. Jebe, Sr.
Vice President

Karen Crommie
Thomas H. Gee, J.D.
Fran A. Streets
Norman V. Wechsler
Commissioners

Kenneth E. Dowlin
City Librarian

San Francisco Public Library

ACCESS, DISCOVER, EMPOWER

NOTICE OF SPECIAL MEETING

The San Francisco Public Library Commission will hold a special meeting as follows:

DATE: Tuesday, January 16, 1996

TIME: 5:00 PM

PLACE: Fire Department Headquarters, 260 Golden Gate Avenue, Room 201

AGENDA:

1. CALL TO ORDER

A. Pledge of allegiance
B. Roll call

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2. PUBLIC COMMENT

3. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Discussion and possible action to approve memorandum of understanding with the Library Foundation of San Francisco: Kenneth E. Dowlin, City Librarian

B. Discussion and possible action to approved memdorandum of understanding with Friends of the Library: Kenneth E. Dowlin

C. Discussion and possible action to approve memorandum of understanding with the Gay and Lesbian Historical Society of Northern California: Kenneth E. Dowlin

4. ADJOURNMENT

POSTED: 12/29/95 - MWC

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San Francisco, California 94102
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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JAN 05 1996
SAN FRANCISCO
PUBLIC LIBRARY

FRANK M. JORDAN
Mayor

JAMES P. HERLIHY
President

WALTER G. JEBE, SR.
Vice President

KAREN CROMMIE
THOMAS H. GEE, J.D.
FRAN A. STREETS
NORMAN V. WECHSLER
Commissioners

KENNETH E. DOWLIN
City Librarian

NOTICE OF CANCELED MEETING

NOTICE IS HEREBY GIVEN that the special meeting of the San Francisco Public Library Commission for Tuesday, January 16, 1996, at 5:00 p.m., at the Fire Department Headquarters, 260 Golden Gate Avenue, Room 201, has been canceled.

Margaret W. Culver

MARGARET W. CULVER
Secretary, Library Commission

POSTED: JANUARY 5, 1996

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SAN FRANCISCO PUBLIC LIBRARY
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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, February 6, 1996**

TIME: **5:30 p.m.**

PLACE: **Excelsior Branch, 4400 Mission Street (at Cotter)**

AGENDA:

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1. **CALL TO ORDER**

   A. Pledge of allegiance
   B. Roll call

2. **PUBLIC COMMENT**

3. **APPROVAL OF MINUTES OF COMMISSION MEETING OF JANUARY 2, 1996**

4. **ADOPTION OF RESOLUTION #2045:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of January 1996

5. **PRESIDENT'S REPORT**

   A. Discussion and possible action to suspend requirement for Nominating Committee prior to election of officers and possible action to:

      1) Elect officers
      2) Appoint committees

   B. Discussion and possible action to amend the bylaws to:

      1) Change regular meeting location from branch libraries to the Fire Commission Meeting Room #201, 260 Golden Gate Avenue
      2) Change time and date from 5:30 PM on March 5 to 3:00 PM on March 6 and from 5:30 PM on April 2 to 3:00 PM on April 3

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C. Report on New Main Library: James Cheng, Department of Public Works

D. Report on Chinatown branch renovation: James Chia, Department of Public Works

E. Report on branch library projects: Jorge Alfaro, Department of Public Works

6. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Review and possible action on the Library Express program

B. Discussion of the operation of the cafe at the New Main Library

C. Discussion and possible action to approve memorandum of understanding with the Gay & Lesbian Historical Society of Northern California to define contractual obligations of the parties

D. Discussion and possible action to recommend proposed 1996-97 budget

E. Discussion and possible action to adopt resolution authorizing the City Librarian to accept $10,000 from the Estate of Margaret Frances Wosser

F. Consideration and discussion of petition to change name of Parkside branch

G. Announcement and possible action to set orientation meeting for new Commission members

H. Discussion and possible action to adopt resolution authorizing the City Librarian to apply for Library Services and Construction Act funds from the California State Library for the African American History Network II

I. Discussion and possible action to accept art for Gay and Lesbian Center

J. Presentation and possible action to adopt resolution honoring Diane Filippi for her service to the San Francisco Public Library

K. Discussion and possible action to adopt resolution authorizing the San Francisco Public Library to accept and expend a funds not to exceed $10,000 from the California Council for the Humanities for symposia on San Francisco history

7. FINANCE COMMITTEE REPORT

No meeting held in January

8. BUILDING AND FACILITIES COMMITTEE REPORT

No meeting held in January

9. PLANNING COMMITTEE REPORT

No meeting held in January

10. LIBRARIANS' GUILD REPORT

11. ADJOURNMENT

POSTED: 01/29/96 - MWC

Article VII, Section 4, of the bylaws of the San Francisco Public Library Commission would be changed to read as follows:

Section 4: Regular Meetings

Regular meetings of the Library Commission shall be held the first Wednesday of each month at 3:00 PM in the Fire Commission Meeting Room, 260 Golden Gate Avenue, unless appropriate notice is given of a change of meeting date and/or location.

02/06/96:MWC

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ADDENDUM TO NOTICE OF REGULAR MEETING
San Francisco Public Library Commission

DATE: **Tuesday, February 6, 1996**

TIME: **5:30 PM**

PLACE: **Excelsior Branch Library**
4400 Mission Street (at Cotter)

5. PRESIDENT'S REPORT

Add item F. to this report:

F. Discussion regarding surplus books and materials policy

6. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

Add item L. to this report:

L. Presentation and discussion of goals for the library

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, February 6, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, February 6, 1996, at Excelsior Branch Library.

The meeting was called to order by Commissioner Fran A. Streets at 5:50 p.m. The call to order was followed by the pledge of allegiance. Steve Coulter arrived at 5:56 p.m.

The following members were noted present: Commissioner Steve Coulter, chair; Commissioners Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente, Carol Steiman and Fran A. Streets. Commissioner Sherry Agnos was excused.

Public comment: Commissioner Coulter announced that anyone who wished to speak on any subject could do so at the beginning of the meeting and that anyone could speak about any item when it was reached on the agenda in order to allow for intellectual freedom.

Joan Goldman, Excelsior branch librarian, welcomed attendees to the branch.

Landis Whistler, library patron, requested increased hours at branches and urged the Commission to comply with open meeting laws.

Bill Hale, library patron, requested that "New Business" be reinstated on the agenda.

Joe Suggs, retired librarian, urged there be good communication between the Main and the branches.

Marcia Popper, Council of Neighborhood Libraries, opposed mid-afternoon meetings.

Lisa Kaborycha, library patron, stated that the Prop. E budget is a mandate to support all branches and fulfill the need for additional books.

David Gabler, Local 790, offered his support to the Commission.

Timothy Gillespie, Public Access Project, requested that the Commission withdraw the City Librarian's public records policy.

Melissa Riley, Librarians' Guild, distributed to the Commissioners an abbreviated form of the Library Bill of Rights and the Intellectual Freedom Handbook.

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Approval of minutes of Commission meeting of January 2, 1996:

MOTION: Commissioner Streets moved to approve the minutes of January 2, 1996.

ACTION: Unanimously approved

Adoption of Resolution #2045: Approval of temporary, exempt and non-Civil Service appointments and separations for month of January 1996

MOTION: Commissioner Steiman moved to accept Resolution #2045.

ACTION: Unanimously approved

PRESIDENT'S REPORT: Commissioner Steven A. Coulter

President Coulter announced that he had resigned from the Library Foundation of San Francisco Board in January 1996.

Election of officers:

MOTION: Commissioner Llorente moved to suspend the bylaws requirement for Nominating Committee prior to election of officers.

Mr. Gillespie opposed suspending the requirement.

MOTION: Commissioner Llorente nominated Commission Coulter for President.

ACTION: Unanimously approved

MOTION: Commissioner Chin moved nominated Commissioner Streets as Vice President.

ACTION: Unanimously approved.

Appointment of committees:

President Coulter appointed the following committees:

Planning and Policy - Commissioner Llorente, chair; Commissioners Chin and Steiman, members.

President Coulter assigned revision of the bylaws to Commissioner Llorente.

Finance, Operations and Building - Vice President Streets, chair; Commissioners Agnos and Higueras, members.

Change of schedule for full Commission meetings:

Ms. Riley supported latest meeting time possible.

Mr. Gillespie was reassured that meeting notices at regular locations are mailed 72 hours ahead.

Lurilla Harris supported designating an alternate branch to the Main.

Mr. Hale supported a later meeting time.

After discussion, President Coulter stated that **no action** would be taken and the schedule would remain as presently scheduled.

Report on New Main Library: Jim Cheng, Department of Public Works, reported that the New Main Library is on schedule to open on April 18, 1996 and is within budget. The testing program continues and the general contractor will make no claims but two subcontractors may do so. In response to Commissioner Higueras, Mr. Cheng explained the claims procedures.

In response to Ms. Riley, Mr. Cheng described the present status of the flush out system.

Report on Chinatown branch: James Chia, Department of Public Works, reported that the Chinatown branch renovation is 90% complete, is within budget and is targeted for completion on March 7, 1996. In response to Commissioner Chin, Mr. Chia described the accouterments of the roof garden. In response to Commissioner Llorente, Mr. Chia estimated that 20 to 40 children could occupy the 200-300 square foot space.

Report on branch library projects: Jorge Alfaro, Department of Public Works, reported on the seismic evaluation of 10 branch libraries. In response to Vice President Streets' assertion that no response has been received about the safety of Noe Valley branch, he listed Noe Valley and Marina branches in category IV, four others as III and Waden branch a II. Mr. Alfaro estimated a potential bond issue to be between $29 million and $38 million.

Surplus books and materials policy: City Librarian Kenneth E. Dowlin recounted the history of the surplus books: some were discarded, a number were sold by Friends of the Library and non-profit organizations picked up a supply. They are being weeded out for the first time in 50 years. Four staff members are assigned to the process. More than 5,000 have been distributed and less than 2,000 have been discarded

Commissioner Llorente stated that the Planning and Policy Committee will **examine** the issue.

Mr. Gabler questioned whether the New Main Library has sufficient space for the books.

Mr. Hale requested a disposal record be kept.

CITY LIBRARIAN'S REPORT, Kenneth E. Dowlin

Roberto Esteves, Assistant Chief of the Main, presented Library Express figures to date and reported that requests had dropped off at the end of December and the first part of January but had picked up in the last two weeks. Eighty-three of the 94 customer surveyed were very satisfied. Credit cards are causing the system ease of collection. In response to President Coulter, Mr. Esteves responded that it is planned for the program to pay for itself for five years. Many requests are referred back to SFPL.

Gloria Horn, retired librarian, Ms. Riley, Mr. Hale, Cathy Bremer, Presidio branch librarian, Mr. Gillespie, Thomas Sigman and Andrea Grimes, librarian, opposed the program.

Olive James, librarian, supported the program.

MOTION: Commissioner Llorente moved to continue the Library Express program, have the Planning and Policy Committee establish a policy on cost recovery, aggressive outreach and intellectual freedom and report to the full Commission in six months with a plan of action.

ACTION: Five voted in favor. Commissioner Chin abstained.

MOTION: Vice President Streets moved to permit Commissioner Chin to abstain.

ACTION: Unanimously approved

President Coulter recessed the meeting at 8:47 p.m. and called the meeting back to order at 9:07 p.m.

Operation of the cafe at the New Main Library: Continued to the March 5, 1996, meeting.

MOU with Gay & Lesbian Historical Society of Northern California:

Mr. Gabler expressed concern about approving the MOU.

MOTION: Commissioner Steiman moved to approved the memorandum of understanding with the Gay & Lesbian Historical Society of Northern California

ACTION: Unanimously approved

1996-97 budget: David Price, Special Assistant to the City Librarian, made the annual presentation on the proposed 1996-97 budget due to the Mayor on February 12, 1996.

Messrs. Gabler and Sigman and Mesdames Bremer and Egbert made comments on the budget.

MOTION: Commissioner Llorente moved to accept the proposed budget at this level, with the

understanding that the Commission would consider it more specifically after it is refined.

ACTION: Unanimously approved

Adoption of Resolution #2046: Authorizing the City Librarian to accept $10,000 from the estate of Margaret Frances Wosser for use for staff development

MOTION: Commissioner Chin moved adoption of Resolution #2046.

ACTION: Unanimously approved

Consideration of petition to change name of Parkside branch:

Referred to Policy and Planning Committee

Orientation meeting for new Library Commission members on current and future events:

Tentatively set for 9:30 a.m., March 2, 1996 at a location to be determined by Commission staff

Adoption of Resolution #2047: Authorizing the City Librarian to apply for Library Services and Construction Act funds from the California State Library for the African American History Network II in the amount of $51,383

MOTION: Commissioner Llorente moved adoption of Resolution #2047.

ACTION: Unanimously approved

Acceptance of art for Gay & Lesbian Center: Sherry Thomas, Library Foundation Director, reported that this was an information only item since the ceiling mural had been accepted by the Art Commission.

Honoring Diane Filippi for service to SFPL:

MOTION: Commissioner Steiman moved to commend Diane Filippi for her service to the San Francisco Public Library.

ACTION: Unanimously approved

Adoption of Resolution #2049: Authorizing the San Francisco Public Library to accept and expend funds not to exceed $10,000 from the California Council for the Humanities for symposia on San Francisco history

MOTION: Commissioner Steiman moved to adopt Resolution #2049.

ACTION: Unanimously approved

Goals for the Library - Mr. Dowlin distributed the following to all Commissioners and the public: Guidebook for Library Commissioners on the City Charter; Managing for Excellence - A Management Plan; San Francisco Public Library Strategic Directions; SFPL 2000 - The Technology Vision; Public Records Procedures; and The San Francisco Sunshine Ordinance

FINANCE COMMITTEE REPORT

No meeting held in January

BUILDING AND FACILITIES COMMITTEE REPORT

No meeting held in January

PLANNING COMMITTEE REPORT

No meeting held in January

ADJOURNMENT

Upon a motion by Commissioner Steiman, President Coulter adjourned the meeting at 10:25 p.m.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

03/03/96:MWC

file w/2/6 mins

Resolution #2045

{PERSONNEL APPOINTMENTS/SEPARATIONS]

APPROVAL OF TEMPORARY, EXEMPT, AND NON-CIVIL SERVICE APPOINTMENTS AND SEPARATIONS MADE DURING THE MONTH OF JANUARY 1996.

RESOLVED, That in accordance with Charter Section 3.501, the following temporary, exempt, and non-Civil Service appointments which have been made by the City Librarian for the month of January 1996 be approved:

3602 Library Page

Chang, Vivian
Queja, Elsie

AND FURTHER BE IT RESOLVED, That the following separations from temporary, exempt, and non-Civil Service appointments be approved:

3602 Library Page

Khuu, Quan
Mays, Christopher
Pasternak, Miriam
Porcella, Nina
St. Blaine, Susanne
Truong, Thuy
Yee, Connie
Zeltser, Julia
Bierhorst, Alice

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NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: Saturday, March 2, 1996

TIME: 9:30 AM

PLACE: Anna E. Waden/Bayview Branch Library
5075 - 3rd Street (at Revere)

AGENDA:

1. Public comment
2. Briefing and discussion on the status of the Library
3. Adjournment

POSTED: 02/16/96 - MWC

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

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4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/292-2022 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at Fire Department Headquarters, 260 Golden Gate Avenue, Room 201. The Fire Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location are the #19 Polk and #5 McAllister. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

<u>Know Your Rights Under The Sunshine Ordinance</u>

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

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Librarian

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of special meeting of Saturday, March 2, 1996

The San Francisco Public Library Commission held a special meeting on Saturday, March 2, 1996, at the Anna E. Waden/Bayview Branch library.

The meeting was called to order by President Steven A. Coulter at 9:42 a.m. The following members were noted present: President Coulter; Commissioners Sherry Agnos, Charles Higueras, A.I.A., Ernest H. Llorente and Carol Steiman. Vice President Fran A. Streets was excused. Commissioner Lonnie K. Chin arrived at 10:20 a.m.

Public comment was made by library patrons Ed Regan, Bill Hale and Ellen Egbert.

An informal session for the new Commissioners was held with discussion on a broad range of library issues going back to the 1988 bond issue.

President Coulter gave a slide presentation covering broad goals for the Library, originally presented in 1989-90.

President Coulter recessed the meeting at 10:22 a.m. and resumed it at 10:32 a.m.

Marcia Schneider, Chief of Branches, Outreach and Public Relations, explained the SFPL Service Goals from the Collection Development Plan. She introduced three members from the Neighborhood Coalition of Libraries: Ellen Egbert, Bernal Heights branch, Miriam Pavis, Bayview branch, and Chris Ortiz, Portola branch.

Kathy Page discussed the SFPL Collection Development Plan.

Kenneth E. Dowlin, City Librarian gave an overhead projection explanation of his Strategic Directions, dated February 1996.

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Margie O'Driscoll, Executive Director, Friends of the Library, gave a brief history of Friends, distributed sample literature to the Commissioners and introduced Ellen Huppert, President of the Board of Friends, and Debra Doyle, Friends' Vice President.

Sherry Thomas, Executive Director of the Library Foundation, presented recent publications to the Commissioners, and briefly described the Foundation.

Toni Bernardi, Children's Services Director, briefly described services for children within the library system.

Rich Walsh, Operations and Maintenance Director, gave a quick rundown of his department and invited the Commissioners to tour the lower level of the New Main with him.

David Price, Special Assistant to the City Librarian, explained the "Total Proposed Budget Program FY 1996-97" charts which he supplied to the Commission.

No action was taken at the meeting.

President Coulter adjourned the meeting at 12:35 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

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y Librarian

RGARET W. CULVER
mission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, March 5, 1996**

TIME: **5:30 PM**

PLACE: **Park Branch Library, 1833 Page Street (near Cole)**

AGENDA:

1. CALL TO ORDER

A. Pledge of allegiance
B. Roll call

2. *PUBLIC COMMENT

3. APPROVAL OF MINUTES OF COMMISSION MEETING OF FEBRUARY 6, 1996

4. ADOPTION OF RESOLUTION #2050: Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of February 1996

5. PRESIDENT'S REPORT
Commissioner Steven A. Coulter

A. Welcome: Ruth Vose, Park Branch librarian

B. The Commission is hereby notified that I have calendared for consideration at next month's meeting a suggested change to the Commission's bylaws regarding committees. The text of the suggested change is attached.

*This is a courtesy for those members of the public who cannot stay for the entire meeting. Comments may be made on anything on the agenda, whether an action item or not, or a matter of concern dealing with SFPL policy.

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C. Presentation on Fulton Street Mall Guidelines: Evan Rose, Project Manager, Planning Department

D. Presentation regarding Fulton Street Mall and Civic Center open spaces: Bonnie Sherk, Director of the Living Library

E. Discussion and possible action to accept mural for ceiling in Gay and Lesbian Center in the New Main Library

F. Discussion and possible action to memorialize Library Commission assent to San Francisco Library Foundation policy on naming opportunities for contributions to New Main Library and authorizing City Librarian to make designations.

6. **CITY LIBRARIAN'S REPORT**
Kenneth E. Dowlin

A. Review of candidates and possible action recommending candidate to the Board of Supervisors for appointment to BALIS (Bay Area Library and Information System)

7. **FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT**
Vice President Fran A. Streets, Chair

A. Report from regular meeting of February 20, 1996, and special meeting of February 29, 1996

B. Discussion and possible action to approve memorandum of understanding between Friends of the Library and the Library to define contractual obligations of the parties

C. Discussion and possible action to approve memorandum of understanding between the Library Foundation of San Francisco and the Library to define contractual obligations of the parties

8. **PLANNING AND POLICY COMMITTEE REPORT**
Commissioner Ernest H. Llorente, Chair

A. Discussion and possible action to approve exhibitions policy

9. **NEW BUSINESS** (including Librarians' Guild report)
10. **ADJOURNMENT**

POSTED: 03/01/96 - MWC

The Library Commission will consider the following amendment to its bylaws at the meeting of April 2, 1996. If this change is adopted, the bylaws, pages 4 & 5, Article VI - Committees, Sections 4 through 6, would read as follows:

Section 4: Standing Committees

The Commission has two standing committees: Finance, Operations and Building and Planning and Policy. Each committee shall have at least three Commissioners.

Section 5: Finance, Operations and Building Committee

Oversight responsibilities for the budget; financial planning and process; evaluating fines and fees; making recommendations to the Commission for the financial well-being of the Library programs; other operational issues appropriate to the well-being of the Library system; and general oversight for construction, maintenance, safety and renovation projects for Library facilities.

Section 6: Planning and Policy Committee

Reviewing general goals and objectives for the library and providing a public forum for the consideration of policies affecting the public; reviewing strategic planning for the long term development of the institution which will include the five year plan; strategic goals including, the Collection Development; Intellectual Freedom and Access to Information and use of Library facilities by the public.

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NNETH E. DOWLIN
Librarian
RGARET W. CULVER
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of regular meeting of Tuesday, March 5, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, March 5, 1996, at Park Branch library.

1. CALL TO ORDER: The meeting was called to order at 5:40 p.m. by President Steven A. Coulter. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Lonnie K. Chin, Charles A. Higueras, A.I.A., and Ernest H. Llorente.

Commissioner Carol Steiman was excused.

2. PUBLIC COMMENT: The following individuals spoke: Bill Hale, library patron; Ed Regan, library patron; Dalisay Bocobo-Balunsat, retired librarian; Ellen Egbert, library patron; Timothy Gillespie, Public Access Project; and David Gabler, Local 790.

3. APPROVAL OF MINUTES OF MEETING OF February 6, 1996: President Coulter requested the following corrections be made:

Page 1, **Public comment,** the sentence to read: "Commissioner Coulter announced that anyone who wished to speak on any subject could do so at the beginning of the meeting and that anyone could speak about any item when it was reached on the agenda in order to allow for *an open dialogue with the public. This section of the agenda is a courtesy to those members of the public who want to raise an issue or comment on some item on the agenda but are unable to stay for the rest of the meeting."*

Page 4, in Mr. Estevez' comments on **Library Express**, the third sentence to read: "Credit cards are *simplifying the collection of fees."*

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Page 4, Motion on **Library Express** by Mr. Llorente to read: "Commissioner Llorente moved to continue the Library Express program *indefinitely but have the Planning Committee examine various issues regarding intellectual freedom, cost recovery and marketing and report back to the Commission in six months."*

MOTION: Commissioner Agnos moved to approve the minutes as corrected.

ACTION: Unanimously approved

4. ADOPTION OF RESOLUTION #2050:

MOTION: Commissioner Llorente moved to adopt Resolution #2050: Approval of temporary, exempt and non-Civil Service appointments and separations for the month of February 1996.

ACTION: Unanimously approved

5. PRESIDENT'S REPORT: Commissioner Steven A. Coulter

A. Ruth Vose, Park Branch librarian, **welcomed** attendees to the oldest branch (1909), with the most heavily used meeting room in all branches, and reported that circulation in January was up 33%.

B. President Coulter announced that a vote would be taken on a **proposed bylaw change** regarding Commission committee structure at the April 2, 1996 meeting.

C. Evan Rose, Project Manager, Planning Department, presented the **Fulton Street Mall Guidelines**. Jim Haas, Civic Pride, spoke in support. Mr. Regan opposed. President Coulter referred the matter to the Planning and Policy Committee for study and recommendation.

D. Bonnie Sherk, Director of the Living Library, presented her **Fulton Street Mall** and **Civic Center open spaces plans**. President Coulter referred study and recommendation on the matter to the Planning and Policy Committee.

E. **MOTION:** Commissioner Llorente moved to accept the **mural for the ceiling in the Gay and Lesbian Center** in the New Main Library

Public comment was made by Mr. Hale.

ACTION: Unanimously approved

F. **MOTION:** Commissioner Chin moved to memorialize Library Commission assent to San Francisco Library Foundation **policy on naming opportunities for contributions** to New Main Library and authorizing City Librarian to make designations.

ACTION: Unanimously approved

6. CITY LIBRARIAN'S REPORT: Kenneth E. Dowlin

Commissioner Chin nominated former Library Commissioner Virginia C. Gee to be recommended to the Board of Supervisors for appointment to **BALIS** (Bay Area Library and Information System). Public comment was heard from Mr. Gillespie. Miriam Blaustein, library patron, nominated Karen Crommie, who declined. President Coulter announced that notice would be posted to accept further nominations to be considered at the April 2, 1996 meeting.

7. FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT: Vice President Fran A. Streets, Chair

A. In reporting from the February 20, 1996 meeting, Vice President Streets summarized the report of David Price, Special Assistant to the City Librarian, who had reported on the supplemental appropriation from carryover funds and Proposition E funds from the 1994-95 budget. He reported that the bonds had been sold for $3 million and the Preservation Fund had been reimbursed in the amount of $1.7 million.

B. **MOTION:** Commissioner Streets moved to approve **memorandum of understanding between Friends of the Library** and the Library.

Public comment: Mr. Hale; Mr. Regan; Marsha Daniels, Library Foundation; Mr. Gabler; and Melissa Riley, Librarians' Guild.

After discussion regarding confidentiality of patron addresses, President Coulter referred the matter to the Planning and Policy Committee.

ACTION: Unanimously approved

C. **MOTION:** Commissioner Streets moved to approve **memorandum of understanding between the Library Foundation** of San Francisco and the Library.

The Library Commission Secretary read the following into the record:

"3.1.4.1.Regular Hours. During regular hours for which the Main Library is open to the public, the Library Department shall have first priority for uses of all of the event space, including uses pursuant to the Library Department's public meeting room policy, as may be amended. The Foundation may use certain but not all of the meeting

rooms, special centers and auditorium during regular hours provided that the Foundation schedules such at least 3 months in advance and further provided that there is no conflict with planned Library Department or other City uses. The Library shall have the right to schedule uses of the event space and to displace scheduled Foundation events up to thirty (30) days prior to a scheduled event; provided, however, that the City Librarian shall use reasonable efforts to accommodate the displaced Foundation event in a suitable space elsewhere in the Building. All such events at the Building shall be centrally scheduled through the Office of the Chief of the Main Library. The Foundation must coordinate any regular-hours use with the Library Department in order to assure no interference with public uses of the Building or any City functions. The Library reserves the right to cancel any scheduled use by the Foundation in the event of an emergency."

Public comment was made by: Mr. Gabler; Sherry Thomas, Library Foundation Director; Ms. Vose; Margie O'Driscoll, Friends of the Library Director; Hector Chinchilla, Library Foundation Board who supported motion; Ms. Riley; Ms. Egbert; and Mr. Hale.

ACTION: Unanimously approved

8. PLANNING AND POLICY COMMITTEE REPORT: Commissioner Ernest Llorente

A. **MOTION:** Commissioner Chin moved to adopt the exhibitions policy.

Public comment: Messrs. Hale and Regan.

ACTION: Unanimously approved

9. NEW BUSINESS (including Librarians' Guild report)

Mr. Gabler requested that the Librarians' Guild be a separate agenda item.

Ms. Bocobo-Balunsat requested Commission support for her proposal to honor former Library employees and to recognize Filipino Day on June 4, 1996.

Mr. Regan requested the Commission issue a pamphlet on the new Main Library.

10. ADJOURNMENT: Upon a motion by Vice President Streets, President Coulter adjourned the meeting at 8:15 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meting. Copies of Commission handouts are available in the office of the Commission Secretary, 45 Hyde Street, San Francisco, CA 94102.

03/29/96:MWC

file 2/3/5 mins.

Resolution #2050

[Personnel Appointments/Separations]

APPROVAL OF TEMPORARY, EXEMPT AND NON-CIVIL SERVICE APPOINTMENTS AND SEPARATIONS MADE DURING THE MONTH OF FEBRUARY 1996.

RESOLVED, That in accordance with Charter Section 3.501, the following temporary, exempt and non-Civil Service appointment which has been made by the City Librarian for the month of February 1996 be approved:

3602 Library Page

Couey, Anna

AND FURTHER BE IT RESOLVED, That the following separations from temporary, exempt and non-Civil Service appointments be approved:

3602 Library Page

Barnes, Shaunte
Chang, Vivien
Khuu, Tri

03/05/96: MWC

file w/ 3/5 mins.

the City Librarian may approve use of space for special events other than those described above.

3.1.2. Term. The initial term of the agreement shall be for a period of three (3) years commencing on or about the opening date of the Building. The City or the Foundation may terminate the agreement at any time during the three year term or thereafter, without cause and without penalty, upon giving the other party not less than 90 days' advance written notice.

3.1.3. Compensation. In consideration for the management services, the City shall pay the Foundation an annual management fee of $100,000 plus an amount equal to 10% of gross revenues generated by use of the event space during each contract year; provided, however, that the total amount of compensation shall not exceed $200,000. The management fee shall be paid in arrears, on or before the end of each fiscal year of the City. The Foundation shall pass through to the City all revenues generated by use of the event space, provided that out of such revenues the City shall pay the Foundation the management fee, in arrears, as provided above. All revenues generated by use of the event space shall be paid directly to the Library and, except as necessary to pay the management fee, shall not be restricted.

3.1.4. Use. The Foundation shall manage use of the event space only for (i) fundraising events for the San Francisco Public Library, (ii) receptions, private parties and special non-City events, and (iii) lectures, presentations and similar uses of the auditorium for which the Foundation may charge admission fees, which fees shall be payable to the City in accordance with Section 3.1.3.

3.1.4.1. Regular Hours. During regular hours for which the Main Library is open to the public, the Library Department shall have first priority for uses of all of the event space, including uses pursuant to the Library Department's public meeting room policy, as may be amended. The Foundation may use certain but not all of the meeting rooms, special centers and auditorium during regular hours provided that the Foundation schedules such at least 3 months in advance and further provided that there is no conflict with planned Library Department or other City uses. The Library shall have the right to schedule uses of the event space and to displace scheduled Foundation events up to thirty (30) days prior to a scheduled event; provided, however, that the City Librarian shall use reasonable efforts to accommodate the displaced Foundation event in a suitable space elsewhere in the Building. All such events at the Building shall be centrally scheduled through the Office of the Chief of the Main Library. The Foundation must coordinate any regular-hours use with the Library Department in order to assure no interference with public uses of the Building or any City functions. The Library reserves the right to cancel any scheduled use by the Foundation in the event of an emergency.

Sec. read mtg mins

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, April 2, 1996**

TIME: **6:30 PM**

PLACE: **Ortega Branch Library, 3223 Ortega Street @ 39th Avenue**

AGENDA:

I. CALL TO ORDER

A. Pledge of allegiance
B. Roll call

II. *PUBLIC COMMENT

III. APPROVAL OF MINUTES OF COMMISSION MEETINGS OF MARCH 2, 1996 AND MARCH 5, 1996

IV. ADOPTION OF RESOLUTION #2051: Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of March 1996

V. PRESIDENT'S REPORT
Commissioner Steven A. Coulter

A. Welcome by Chris Ahrens, Ortega branch librarian

*This section of the agenda is a courtesy to those members of the public who want to raise an issue or comment on some item on the agenda but are unable to stay for the rest of the meeting.

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B. Discussion and possible action to amend bylaws to reorganize committees. The text of the suggested change is attached.

C. Discussion and possible action regarding publicity for public dedication and Family Day at the new Main Library

D. Discussion and possible action to approve lease for cafe operation at new Main Library and to recommend that the Board of Supervisors approve the lease

VI. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Review of candidates and possible action recommending candidates to the Board of Supervisors for appointment to BALIS (Bay Area Library and Information System). Name submitted: Virginia C. Gee

B. Discussion and possible action regarding designation of regular meeting place for Commission **committee** meetings

VII. FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

No meeting held in March

VIII. PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

A. Report from regular meeting of March 21, 1996

B. Discussion and possible action to commend former Library commissioners

IX. PUBLIC COMMENT

X. **LIBRARIANS' GUILD REPORT

XI. ADJOURNMENT

**This is a courtesy to the Librarians' Guild to allow them to bring forth any issues of concern on a regularly scheduled basis.

03/28/96:MWC

The Library Commission will consider the following amendment to its bylaws at the meeting of April 2, 1996. If this change is adopted, the bylaws, pages 4 & 5, Article VI - Committees, Sections 4 through 6, would read as follows:

Section 4: Standing Committees

The Commission has two standing committees: Finance, Operations and Building and Planning and Policy. Each committee shall have at least three Commissioners.

Section 5: Finance, Operations and Building Committee

Oversight responsibilities for the budget; financial planning and process; evaluating fines and fees; making recommendations to the Commission for the financial well-being of the Library programs; other operational issues appropriate to the well-being of the Library system; and general oversight for construction, maintenance, safety and renovation projects for Library facilities.

Section 6: Planning and Policy Committee

Reviewing general goals and objectives for the library and providing a public forum for the consideration of policies affecting the public; reviewing strategic planning for the long term development of the institution which will include the five year plan; strategic goals including, the Collection Development; Intellectual Freedom and Access to Information and use of Library facilities by the public.

[Section 7 would be deleted from the bylaws and sections 8 and 9 would be renumbered.]

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NOTICE

San Francisco Public Library Commission

At its meeting of April 2, 1996, the San Francisco Public Library Commission will review candidates for recommendation to the Board of Supervisors for appointment to the Bay Area Library and Information System Advisory Board. The Commission may also take action at its April 2, 1996 meeting to recommend a candidate. At its April 2 meeting, the Commission will consider only those candidates whose names have been submitted to the Commission in advance and are listed on the Commission's agenda. The Commission will accept nominations from any member of the public. If you wish to make a nomination for consideration at the April 2, 1996 meeting, please submit the name or names to Margaret Culver, Secretary to the Library Commission, by Monday, March 25, 1996. Ms. Culver can be reached at (415) 557-4233. Her address is 45 Hyde Street, Room 207, San Francisco, CA 94102.

POSTED: 03/08/96 - MWC

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, April 2, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, April 2, 1996, at Ortega Branch Library.

The meeting was called to order by President Steven A. Coulter at 6:35 p.m. The call to order was followed by the pledge of allegiance.

The following members were noted present. President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos; Lonnie K. Chin; Charles A. Higueras, A.I.A.; Ernest H. Llorente, and Carol Steiman.

Dalasy Bocobo-Balunsat, retired librarian, distributed a handout including two proposals: to establish a public subcommittee to honor "unsung heroes" of the Library and to initiate a city-wide campaign for the donation of library books to the Library system.

John R. Harrison, San Francisco resident, urged that Ms. Bocobo-Balunsat's memorabilia be accepted by the Library.

Ed Regan, library patron, requested that the Commission offer open library hours from 6:00 a.m. to midnight, 365 days a year, on a trial basis at the Eureka Valley Branch, that the Commission provide copies of the Sunshine Ordinance, the Brown Act and the Public Records Act at its meetings and that an announcement be made that written comments are taken by the Commission.

MOTION: Commissioner Agnos moved to **approve the minutes of March 2 and March 5, 1996** as presented.

In response to Bill Hale, library patron, who objected to the composition of the minutes, Commissioner Llorente cited the Sunshine Ordinance as requiring identification of each speaker and their support or opposition on matters discussed. Commissioner Steiman suggested a step up be taken in detail in the minutes. Deputy City Attorney Mariam

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Morley supported Commissioner Llorente's interpretation of the ordinance. Timothy Gillespie, Public Access Project, described the minutes as not being a record of what takes place in meetings, reported that the previous Commission had decided to maintain a full and accurate record and stated that he chose not to participate if the minutes continue in the current format.

ACTION: Unanimously approved

Adoption of Resolution #2051: Approval of temporary, exempt and non-Civil Service appointments and separations for month of March 1996: There were no appointments or separations for the month of March 1996.

PRESIDENT'S REPORT
Commissioner Steven A. Coulter

Commissioner Steiman reported for the record that she had **resigned from the Friends of the Library Board** of Directors shortly after her Commission appointment.

Chris Ahrens, Ortega branch librarian, **welcomed** meeting attendees to the 30th anniversary of the branch which is the westernmost public library in the continental United States, and reported high usage by the Chinese and Russian communities and A. P. Giannini Middle School students. In response to Commissioner Agnos' question whether there is coordination between the public schools and the branch, Ms. Ahrens responded that she and the children's librarian are attending board meetings at Giannini to assist in efforts to establish a beacon school at Giannini.

President Coulter reported that the Planning and Policy Committee is revising the bylaws and that this **amendment of bylaws to reorganize committees** is to consolidate three committees into two.

MOTION: Commissioner Agnos moved to amend the bylaws to reorganize commission committees into two committees: Finance, Operations and Building, and Planning and Policy.

ACTION: Unanimously approved

President Coulter described publicity and events in connection with the **new Main Library public dedication, Friends Day and Family Day**: April 18 - Opening Dedication at 10:00 a.m. on Fulton Street; April 20 - Friends Day; April 21 - Family Day. He presented the book A Free Library in this City written by Peter Wiley about SFPL which sold 80 copies at its unveiling.

In response to Ms. Bocobo-Balunsat, President Coulter thought President Clinton would not attend the opening.

In answer to Commissioner Llorente's question about admittance to Family Day, President Coulter suggested arriving early. In response to Commissioner Street's question about how the

new Museum of Modern Art handled its opening with timed tickets being issued, President Coulter reported plans were still in progress on how the Opening Day tickets would be handled. Commissioner Steiman suggested having sign-ups for new library cards, to which President Coulter responded Mr. Dowlin had plans for such a booth. In response to Commissioner Chin's question regarding fund raising, President Coulter stated that both Friends of the Library and the Foundation would have booths. He reported that name plaques will be redone within a year to correct names and add new donors, that rooms remain as naming opportunities and that $1 million dollars remains to complete the Capital Campaign. Commissioner Chin suggested selling catalog cards. Mr. Dowlin reported that special legislation to authorize an auction of surplus Library property will be presented to the Commission and the Board of Supervisors.

Mr. Hale suggested buying the book about the Library from Friends of the Library.

Ms. Bocobo-Balunsat was assured by Mr. Dowlin that her present library card would be honored.

David Price, Special Assistant to the City Librarian, presented a memorandum on the **lease between the City and County of San Francisco and Robin Boley-Alvarez and Francois Alvarez for cafe operation at the new Main Library.** He pointed out that there were both public and confidential parts to the process under the Sunshine Ordinance. The private process included evaluating the proposals, interviewing the finalists and the Department of Real Estate completing the lease negotiations. The public process will include Library Commission approval, Board of Supervisors ordinance, Board public committee hearings and signature by the Mayor.

Commissioner Llorente reported reviewing the lease and finding it accurate and favorable to the City as to percentage of gross instead of net return.

In response to Commissioner Chin's request for background on Mr. Alvarez, Mr. Price reported that Mr. Alvarez' partner operates Mr. Ralph's Cafe serving excellent modestly-priced meals, has had a progressive history of development and quality-building reputation with ability to plan in preparing food off-site and responding to a moving public demand. Mr. Price assured Commissioner Llorente that this operator can cater quickly to turnover business. Mr. Price answered Commissioner Streets about signage in the cafe The Library Cafe: The Library will have control over signage which will conform to architectural requirements and the signage program. In answer to Commissioner Streets' concern about coffee spillage, Mr. Price stated that the Request for Proposal provided for satellite coffee and food carts over which the City Librarian will have authority as to placement and location. He assured that the carts would not be placed on carpeting or near collection materials and could be used for catering purposes and special events. Mr. Price responded to Commissioner Llorente that food would not be allowed in the auditorium.

Mr. Alvarez reported that pasta and salads would be added to the menu and some sandwiches discontinued. Five staff would be increased to eight during the lunch hour. He described specialities at Commissioner Chin's request and presented a menu.

Margaret Coughlin, Ortega branch Neighborhood Council representative, cautioned about sanitary measures needed if patrons eat outside the Library, and was reassured by Mr. Dowlin that the City is responsible for trash removal. Commissioner Steiman pointed out present eateries in the area do not have sanitation problems.

Mr. Hale cited problems with the lease in that patrons were not involved in creating the lease, and reported that he had been denied pricing information and income and expense projections for the City. The Deputy City Attorney said there were none.

Mr. Alvarez explained that the Alcoholic Beverage Control board decides who qualifies for a liquor license.

MOTION: Commissioner Higueras moved to accept the lease submitted and forward it to the Board of Supervisors and Mayor for approval.

ACTION: Unanimously approved

A videotape of public service announcements featuring Robin Williams was shown to the assemblage.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

Mr. Dowlin reported that notice had been posted for submittal for **candidates for BALIS** (Bay Area Library and Information System). Virginia Gee, who was nominated by Commissioner Chin at the previous full Commission meeting, was the only candidate. Deputy City Attorney Mariam Morley agreed that all legal requirements had been met. Virginia Gee gave her background as follows: native San Franciscan; third generation Chinese-American; 10 years in Pacific Bell management; 10 years at Stanford University as an executive recruiter (including librarians); appointee of Governor Jerry Brown to the California Apprenticeship Council; federal apprenticeship committee under President Jimmy Carter; former Library Commissioner; non-profit boards: Bay Area Board of American Red Cross and chair of Diversity and Inclusiveness Committee, past League of Women Voters board member, San Francisco Conservation Corps board member; management and human resource consultant; active in Chinese community groups; and Library Foundation campaign for the Chinese American Center.

Mr. Gillespie mentioned Ms. Gee's position as chair of the Ethics Commission and considered her qualified for the position but objected to James Chaffee's nomination being retracted after being presented to the Board of Supervisors. President Coulter reiterated that the process had been scrupulous.

Mr. Hale spoke in support of Mr. Chaffee as a nominee, agreed with Mr. Gillespie and questioned Ms. Gee as overqualified for this position.

President Coulter said greater diversity in public life is a significant issue and that Ms. Gee would be the only person of color on BALIS if her nomination is approved.

In response to Mr. Regan, Mr. Dowlin described the Bay Area Library and Information Service which exists in the East Bay and San Francisco, with nine member systems and with no direct service to the public. President Coulter stressed BALIS is promoting sharing resources to save library budgets. Mr. Dowlin foresees SFPL working with all five systems within the next few years through the Greater Bay Area Library Council.

MOTION: Commissioner Llorente moved to nominate Virginia Gee as representative to BALIS and send a recommendation to the Board of Supervisors for appointment.

ACTION: Unanimously approved

Mr. Dowlin recommended to the committee chairs not to meet in the third week of April because of the Library opening and suggested shifting them to the Main Library afterit opens. He proposed that the committees' regular meeting place be in the Main Library rather than in the Fire Department Commission Room. Commissioner Llorente suggested two motions: one changing the date because of the opening and one changing the place of committee meetings. Mr. Dowlin reported that the dates had been posted as a regular process and suggested one motion would suffice to change the official meeting place of the committees. In response to Commissioner Higueras' question regarding dates and times remaining the same, Mr. Dowlin stated only April committee meetings would be moved to a different week this month.

MOTION: Commissioner Llorente moved that the regular committee meetings be held at the Main Library after it is open.

ACTION: Unanimously approved

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

No meeting held in March

PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

Commissioner Llorente reported that the committee is presently taking public testimony and working with the administration on the surplus book collection, recognition programs, open space and development of Fulton Street space. He recommended that the former Library Commissioners be sent a letter of thanks on behalf of the Commission which Commissioner Steiman supported. President Coulter assured Commissioner Chin that all former Library Commissioners had been invited to the opening.

MOTION: Commissioner Llorente moved to commend by letter the former Library Commission on behalf of the Commission.

ACTION: Unanimously approved

President Coulter assured Ms. Bocobo-Balunsat that Commissioner Llorente would review her proposals at his next committee meeting.

Public service announcements featuring Robin Williams were shown to the assemblage.

PUBLIC COMMENT

Ellen Egbert, library patron, reported that Commission meetings have not been published in The Independent and that the Neighborhood Council discussed the minutes as being inadequate, that . The prior Commission discussed keeping a list of items brought up by the public and not acted upon but decided that was not necessary because the minutes provided that type of record and that, at present, there is no guide as to what has transpired or ideas that may not be timely at the moment. She requested that the minutes or some other method of keeping track of public concerns be investigated.

Mr. Hale asserted that Commission agendas have not been on-line.

LIBRARIANS' GUILD - No report

Adjournment: Upon a motion by Commissioner Higueras, President Coulter adjourned the meeting at 8:23 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, May 7, 1996**

TIME: **5:30 PM**

PLACE: **Latino/Hispanic Community Meeting Room, Lower Level, Main Library, Civic Center**

AGENDA:

		ACTION REQUIRED?
I.	**CALL TO ORDER**	
	A. Pledge of allegiance	
	B. Roll call	
II.	**APPROVAL OF MINUTES OF COMMISSION MEETING OF APRIL 2, 1996**	YES
III.	**ADOPTION OF RESOLUTION #2052:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of April 1996	YES
IV.	**PRESIDENT'S REPORT** **Commissioner Steven A. Coulter**	
	A. Discussion on budget components for SFPL	
	B. Discussion of possible amendments to the proposed Library Foundation memorandum of understanding now before the Board of Supervisors	NO

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C. Report on events from Grand Opening Day through Family Day

		ACTION REQUIRED?
V.	**CITY LIBRARIAN'S REPORT** **Kenneth E. Dowlin**	
A.	Discussion and possible action to adopt findings in accordance with the California Environmental Quality Act (CEQA) with respect to the jurisdictional transfer of Lot 1 in Assessor's Block 353, known as the Old Main Library and Library Annex, to the Asian Art Commission	YES
B.	Discussion and possible action to approve the jurisdictional transfer of Lot 1 in Assessor's Block 353, known as the Old Main Library and Library Annex, from the Library Commission to the Asian Art Commission pursuant to San Francisco Administrative Code sections 23.7 et seq.	YES
VI.	**FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT** **Vice President Fran A. Streets, Chair**	
A.	Discussion and possible action to amend budget submitted to the Mayor's office for fiscal year 1996-97	YES
B.	Discussion and possible action to recommend to full Commission a request for supplemental appropriation for $2,500,000 for increased costs in salaries and fringe benefits	YES
C.	Update on status of Richmond branch project: Jorge Alfaro, Department of Public Works	
VII.	**PLANNING AND POLICY COMMITTEE REPORT** **Commissioner Ernest H. Llorente, Chair**	
A.	Report on recognition of past Library personnel and procedures for accepting donations of cultural material to the Filipino-American Center	
B.	Discussion and possible action to approve letter to Planning Commission regarding Fulton Street Mall Guidelines	YES
C.	Discussion and possible action to approve resolution regarding Civic Center open spaces	YES

D. Report regarding naming opportunities in branch libraries

VIII. PUBLIC COMMENT

IX. NEW BUSINESS

X. LIBRARIANS' GUILD REPORT

XI. ADJOURNMENT

05/03/96: M. Culver

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room, L80-A. The Fire Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location are the #19 Polk and #5 McAllister. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

<u>Know Your Rights Under The Sunshine Ordinance</u>

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LIE L. BROWN, JR.
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EN A. COULTER
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N A. STREETS
President
RRY AGNOS
NNIE K. CHIN
RLES A. HIGUERAS, A.I.A.
EST H. LLORENTE
ROL STEIMAN
mmissioners
NNETH E. DOWLIN
Librarian
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ARET W. CULVER
mmission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a **special** meeting as follows:

DATE: Tuesday, May 7, 1996

TIME: At the conclusion of the Commission's regular 5:30 p.m. meeting

PLACE: Latino-Hispanic Community Meeting Room, Lower Level,
Main Library, Civic Center

AGENDA:

1. CALL TO ORDER

2. Discussion and possible action to request a supplemental appropriation for $2,500,000 for increased costs in salaries and fringe benefits

3. PUBLIC COMMENT

4. ADJOURNMENT

05/06/96
M. Culver

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, May 7, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, May 7, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:40 p.m. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Charles A. Higueras, A.I.A., Ernest H. Llorente, and Carol Steiman. Commissioner Lonnie K. Chin was excused.

MOTION: Vice President Streets moved to approve the minutes of April 2, 1996 as presented.

ACTION: Unanimously approved

MOTION: Vice President Streets moved to adopt Resolution #2052 to approve temporary, exempt and non-Civil Service appointments and separations for the month of April 1996

ACTION: Unanimously approved

PRESIDENT'S REPORT
Commissioner Steven A. Coulter

Marcia Popper, Neighborhood Library Council, described the minutes as including more content, thanked Rich Walsh, Director of Operations and Facilities, for installation of signage near branch libraries, and expressed concern that Presidio branch maintenance staff hours had been shortened as custodial staff was working at the Main Library part of each week.

In answer to library patron Donna Kneece who requested the card catalog be reinstated in order to fully serve people who cannot use computers, President Coulter cited the enormous expense of keeping the card catalogue up-to-date. City Librarian Kenneth E. Dowlin described the limitations of the card catalogue and offered the devices of the Blind and Visually Impaired Center. In answer to Commissioner Steiman, Mr. Dowlin stated that the card catalogue was seven years out-of-date. President Coulter requested Library staff investigate the matter.

Budget components for SFPL: President Coulter asked Mr. Dowlin to make a statistical report on the new Main. In the first four days, almost 53,000 people came to the Library, with over 10,000 a day using it -- three times the usage of the old Library building. Reference and information service is up 900%. Thousands of library cards have been issued each day. On Sunday the Library was closed for a time, as the building capacity had been exceeded.

President Coulter cited from the report of Kathy Page, Chief of the Main, that from April 18 to month end, 70,119 items were circulated within the system (5,400 items per day, twice that of the old building) and service desk reference tally of questions asked was 246,000 at 16 service points (nine times that of the old building).

President Coulter referred to the Mayor's letter in which he stated he expected the Library to live within the Proposition E and J guidelines, that there would be no new tax money coming into the Library and that he expected no decrease in hours of service. President Coulter presented overhead view graphs and explained the revenue categories with a view toward thinking of the budget in a broader sense.

Rose (no last name given), citizen, referred to segregation of special interest groups in the Library, databases having been downgraded and that the science department had been lost.

Commissioner Llorente responded that affinity groups feel very much included in the Library as a whole.

Rene Dorsey Coleman, member of the Library Foundation board and co-chair of the African American affinity group, stated that her group felt honored to be part of the fund raising and that ethnic groups do not feel segregated.

Commissioner Steiman referred to math and science as a collection weakness and that the Commission knows there is a problem. President Coulter reminded that in the past it had been suggested to eliminate the book budget and that there are holes in the collection because of the small book budget in the past but that the book budget had been quadrupled under Prop. E.

Tatwina Lee, co-chair of the Chinese American affinity group, referred to the affinity centers representing the first time a variety of people have been brought together under one roof to work as a group in the Library and as a result that a more stable and even collection may be able to be built.

Library Foundation memorandum of understanding:

David Price, Special Assistant to the City Librarian, presented revisions to the memorandum of understanding which addressed the concerns of SEIU Local 790 and pointed out improved language underlined, former language lined out.

In response to Vice President Streets, Mr. Price stated it was not anticipated that all patrons would be notified of their options regarding use of patron names and addresses. In response to Commissioner Higueras, Mr. Price stated that City Attorney advice would be sought on a method to notify current library card holders of their options. Commissioner Llorente stated that the MOU falls well within the legal requirements for agencies. Mr. Dowlin reported two mailings had been done in the past, resulting in two complaints. In response to President Coulter's reminder that the Library Commission had approved past use of the list, Mr. Price stated inclusion of this language was in an effort to be legally sound. Contractors and subcontractors or agents for fundraising would continue under confidentiality requirements. In response to Commissioner Agnos, Mr. Price stated that the Foundation would consult with the City Librarian before renting out the special centers after hours.

In response to President Coulter, Betsy Dietrich, Deputy City Attorney, stated that the membership list does not have to be approved by the Board of Supervisors. She explained that, under the terms of the MOU, the tax exempt status of the bonds was protected and the Foundation would have a liability policy covering claims arising out of events.

President Coulter stated that formal action would be taken on May 21, 1996, in compliance with the Sunshine Ordinance. He pointed out that the Foundation handout listing its members.

Mr. Dowlin suggested tabling action.

Public comment:

Peter Mezey, Library Foundation board member, characterized the Foundation as acting as the agent of the Library and supported the MOU.

David Gabler, SEIU Local 790, opposed the MOU as premature in the absence of adequate public review as to whether a public library should enter into an agreement

with a private foundation and that the public might wish to use the Library after hours. He reported problems with the physical plant and staffing and suggested staff might be able to provide fund raising services. President Coulter indicated that an adequate number of public hearings had been held. Mr. Gabler reported patron disfavor with the Foundation naming rooms in the Library. Commissioners Agnos reiterated that the public is not prohibited from using rooms after hours. Commissioner Llorente referred to language in the MOU which gives the Commission the power to change hours. Vice President Streets reminded that 73% of the budget is in personnel costs, stated that the MOU is critical for the 1996-97 budget and asked that options be suggested to the Finance Committee. Mr. Gabler stated that he represents all members of his organization. President Coulter explained that donors prefer to donate above the baseline and money earned through room rental can be used at the discretion of the Library. Mr. Gabler requested a copy of the space rental study and stated his members would be looking at other ways to raise money. Commissioner Steiman stated that there is not money in the budget to keep the Library open after hours, suggested one late-opening day per week, that some space be made available for Library projects and security be shared during Foundation events. Mr. Gabler suggested that before contracting out to a group which affects Library policy decisions, consideration be given to using staff. In response to Commissioner Steiman, Mr. Gabler suggested an ordinance such as enacted for Library Express could be drafted in order to collect funds. Mr. Dowlin recalled past opposition to charging for public access. Mr. Price explained that a special Library fund does exist but would require Board of Supervisors approval to accept funds. Vice President Streets stated that the Commission has decided not to be in the space management business.

In response to Glenda Goldwater, librarian, President Coulter explained that the Foundation would be the agent of the Library to rent out space, collect money, obtain insurance and work with corporations/individuals who want to hold events. In answer to Ms. Goldwater's questions as to how funds would be utilized and the effect on the book collection, President Coulter reminded that the Library had requested the MOU to bring unrestricted money into the budget to fund activities. Commissioner Steiman assured that collection development would not be influenced by outside interests as money earned would be unrestricted. In response to Ms. Goldwater regarding Foundation use of borrowers' records, Mr. Dowlin reported that the lists had been sent directly to a mailing house without anyone in the Foundation seeing them and that hearings had been held and minutes would be made available on this issue. In response to Ms. Goldwater's request that library card applications include patron choice of whether or not his/her name be used, Commissioner Steiman suggested this be part of the MOU.

In response to Ellen Egbert, library patron, who expressed gratitude to the Foundation for fund raising but concern regarding not having seen its expanded statement of purpose, President Coulter assured her the Foundation's new 501c3 application and

articles of incorporation would be made available in the Commission office.

Cathy Bremer, librarian, expressed concerns regarding Foundation use of office space and free telephone service. In response to Ms. Bremer's concern about security problems and the collection, Mr. Dowlin stated security will be in the building during events, that those renting the building would not be a higher risk than patrons and that having the Foundation involved is to leverage those who rent the space into major contributors. In response to Ms. Bremer's opposition to the Foundation executive director serving on the administrative team, Mr. Dowlin assured her that policy issues are handled in other forums and that the weekly agenda is planned in the administrative team meetings. Ms. Bremer stated her philosophy as being opposed to contracting out event management to the Foundation and stated that the public library is for all of the public. She suggested more time be given before approving the amendments.

In response to Ms. Bremer's suggestion that there be no privatization of library staff and that Library staff with help from the Foundation could perform these activities, Mr. Coulter suggested that fund raising could not be done by a public entity because of rules and regulations. In response to President Coulter's question about the difference between the Friends MOU and that of the Foundation, Ms. Bremer described the Friends MOU as smaller in scope and she did not object to the Friends bookstore being contracted out.

President Coulter gave the example of the Mayor Brown's economic summit using the atrium as a successful event held by a government agency. Commissioner Steiman cited successful fund raising campaigns had been accomplished in public libraries in New York, Los Angeles and Sacramento.

Commissioner Agnos stated that the level of service cannot be maintained without looking to the Foundation for funds.

In response to Commissioner Steiman, Mr. Dowlin stated that he invites the executive directors of the Friends and the Foundation to set the weekly agenda for further meetings and that management decisions are made in a different forum.

In response to Dalasy Bocobo-Balunsat, retired librarian, who suggested a citizen advisory council be formed, President Coulter described the Commission as such.

Rose (no last name given), asserted that books had been lost and suggested that work areas be closed off during parties and that two Library staff planners oversee use of the space.

Victoria Wood, United Way fund raiser, supported approval of the MOU.

Tom Carey, librarian, reported more than six people attended the SEIU Local 790 meetings on the Foundation MOU, requested that the Foundation work on obtaining funds from everybody in the City, instead of special interest groups and expressed a concern about eating going on around the books.

President Coulter explained that the money raised by affinity groups was spent generally in the Library, as well as in the centers.

Bill Hale, library patron, reported that there had been no aggressive outreach after the last round on the MOU, that he had been unsuccessful in obtaining the funding agreement from the Foundation, that the public was not involved in the Request for Proposal for the cafe, including opposition to alcohol being served, and that the public was not involved in naming opportunities. Mr. Coulter stated that there are no terms and conditions for naming opportunities. Mr. Dowlin expressed no interest in Foundation projections and analysis. President Coulter offered working with the union if the public would like the open hours to shift. Commissioner Steiman reported that use between 8:00 and 9:00 p.m. was low.

In response to Tasha Amme, library staff member, President Coulter explained that janitorial service and security at events is paid for by those renting space and that staff is first offered this employment. In response to Ms. Amme's question as to how patrons will be notified for solicitations, Commissioner Steiman suggested a mechanism needs to be found. In response to Ms. Amme's concern that staff has inadequate space because of Foundation occupancy, Mr. Dowlin reminded that the building was designed two years before the passage of Prop. E which added 200 employees to staff and that half of the management staff is no longer on sixth floor. Mr. Dowlin assured Commissioner Steiman that staff at 45 Hyde would move to the Main now that the public space was completed.

Chuck Forrester, Gay and Lesbian fund raising chair, supported approval.

Dale Carlson, Library Foundation board member, supported approval.

Melissa Riley, Librarians' Guild, opposed approval.

Bill Caponera, library staff member, described wording of the MOU as improved.

Timothy Gillespie, Public Access Project, opposed approval.

Hector Chinchilla, Library Foundation board member, supported approval.

President Coulter recessed the meeting from 8:05 to 8:35 p.m.

Report on events from Grand Opening Day through Family Day: President Coulter stated that videos would be shown at another time.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

Adoption of Resolution #2055:

MOTION: Commissioner Llorente moved to adopt findings in accordance with the California Environmental Quality Act (CEQA) with respect to the jurisdictional transfer of Lot 1 in Assessor's Block 353, known as the Old Main Library and Library Annex, to the Asian Art Commission

ACTION: Unanimously approved

Adoption of Resolution #2053:

MOTION: Commissioner Higueras moved to approve the jurisdictional transfer of Lot 1 in Assessor's Block 353, known as the Old Main Library and Library Annex, from the Library Commission to the Asian Art Commission pursuant to San Francisco Administrative Code sections 23.7 et seq.

ACTION: Unanimously approved

FINANCE, OPERATIONS AND BUILDING REPORT
Vice President Fran A. Streets, Chair

Amend budget submitted to the Mayor's office for fiscal year 1996-97:

Public comment: Ellen Egbert, library patron, handed out a budget spreadsheet she had done and asked if periodicals were included in the $4.5 million book budget. Roberto Esteves, Assistant Chief of the Main, spoke in favor of amending the budget. Cathy Bremer, Presidio branch librarian, opposed approval of the budget. Melissa Riley, Librarians' Guild, spoke on behalf of Tillie Olson's request that the card catalogue go online. David Gabler, SEIU Local 790, questioned projected revenue and patronage.

MOTION: Commissioner Higueras moved to amend budget submitted to the Mayor's office for fiscal year 1996-97.

ACTION: Unanimously approved

Request supplemental appropriation for $2,500,000 for increased costs in salaries

and fringe benefits:

Tabled to be taken up at special Commission meeting to be held at the conclusion of this meeting.

Update on status of Richmond branch project: Report not ready; will be reported at next meeting.

PLANNING AND POLICY COMMITTEE REPORT
Ernest H. Llorente, Chair

Recognition of past Library personnel and procedures for accepting donations of cultural material to the Filipino-American Center: Commissioner Llorente reported that the committee is working with the Staff Recognition and Awards Committee, chaired by Jo Trotter, and the administration on developing these procedures.

Approve letter to Planning Commission regarding Fulton Street Mall Guidelines:

MOTION: Commissioner Llorente moved to approve letter to Planning Commission regarding Fulton Street Mall Guidelines.

ACTION: Unanimously approved

Adoption of Resolution #2054 regarding Civic Center open spaces:

MOTION: Commissioner Llorente moved to adopt Resolution #2054 regarding Civic Center open spaces.

ACTION: Unanimously approved

Report regarding naming opportunities in branch libraries: Commissioner Llorente reported that the committee is reviewing criteria used in the past to rename three branch libraries and that the next committee meeting will be held Thursday, May 16, 1996, at Parkside branch library to consider renaming that branch. Commissioner Steiman reported that polling will be done by volunteers at Parkside with the results being brought back to the Commission. She also reported work being done on a form to use to award "unsung heroes".

Public comment: Dalasy Bocobo-Balunsat, retired librarian, invited the Commissioners to attend Filipino-American events on June 4 and 20, 1996, and requested the Commission give awards to San Franciscans who donate their art work to the Library.

New business: None

Librarians' Guild Report: None

President Coulter adjourned the meeting at 9:48 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Tuesday, May 7, 1996

A special meeting of the San Francisco Public Library Commission was held on Tuesday, May 7, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 9:49 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman. Commissioner Lonnie K. Chin was excused.

Supplemental appropriation for $2,500,000 for increased costs in salaries and fringe benefits: Vice President Fran A. Streets reported that the Finance, Operations and Building Committee recommended approval by the full Commission of the supplemental request of $2,500,000 for increased salaries and fringe benefits. The source of revenues to support that would be $1 million from the reserve, $900,000 from the General Fund and $600,000 from unallocated resources within the 1995-96 budget. She referred to the financial plan approved by the prior Commission in which it was expected that reserves would be used for this purpose at this time.

In response to David Gabler, SEIU Local 790, David Price, Special Assistant to the City Librarian, explained that the current contract for security is being paid out of the bond funds and that the $250,000 continues to be set aside to pay for "shelvers".

MOTION: Commissioner Agnos moved to request a supplemental appropriation for $2,500,000 for increased costs in salaries and fringe benefits.

ACTION: Unanimously approved

CIVIC CENTER
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Public comment: In response to Rose (no last name given), library patron, who stated that the Main Library staircase be carpeted to reduce noise and when bathrooms will be available on all floors, Kenneth E. Dowlin, City Librarian, reported that the stairways were uncarpeted because of the high cost of maintenance and that public restrooms are located on levels 1 and 3. In response to Commissioner Steiman's concern regarding patrons' books left untended, Mr. Price reported that lockers are available for patron use.

In response to Dalasy Bocobo-Balunsat, retired librarian, who expressed concern regarding bomb security at Main Library entrances, President Coulter assured her that library administration would take the matter under consideration.

President Coulter adjourned the meeting at 10:01 p.m.

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NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Tuesday, May 21, 1996**

TIME: **5:00 p.m.**

PLACE: **Latino/Hispanic Community Meeting Room**
Lower Level, Main Library, Civic Center

AGENDA:

		ACTION REQUIRED?
I.	**CALL TO ORDER**	
	a. Roll call	
	b. Pledge of allegiance	
II.	**PUBLIC COMMENT**	
III.	**LIBRARY FOUNDATION MOU**	
	Discussion of and possible action to approve amendments to the proposed Library Foundation memorandum of understanding now before the Board of Supervisors	**YES**
IV.	**ADJOURNMENT**	

05/09/96
M. Culver

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Tuesday, May 21, 1996

A special meeting of the San Francisco Public Library Commission was held on Tuesday, May 21, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:08 p.m. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Coulter; Commissioners Sherry Agnos, Lonnie K. Chin, Ernest H. Llorente and Carol Steiman. Commissioner Charles A. Higueras, A.I.A., and Vice President Fran A. Streets were excused.

Public comment:

In response to Bill Hale, library patron, who presented example minutes from the Ethics Commission, Commissioner Steiman reported that a transcribing machine would be ordered for the Library Commission Secretary.

Library Foundation MOU:

Public comment: Rosalyn Koo, fund raiser for Chinatown Branch, supported approval based on the credibility, experience and network of the Foundation.

Hilda Singer, librarian, opposed approval as the mission of the Library is to serve all patrons equally.

David Gabler, SEIU Local 790, opposed approval and requested the Commission deliberate on it for three months.

Sheila Goldmacher, library staff, opposed approval as a private non-profit should not manage after hours activities of the Library.

Ruth Amernik, library staff, opposed approval based on lack of disclosure by the Foundation of funds raised and what they have been used to purchase.

Bill Hale, library patron, opposed approval and reiterated his concern about a dual agency relationship.

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Rachel McLachlan, library security director, supported approval and cited past cooperation of the Foundation during events held at the Main.

Tasha Amme, library staff, opposed approval and expressed concern regarding conflict of interest.

Tatwina Lee, Library Foundation board member, supported approval and offered further cooperation between the Foundation board and library staff.

Cathy Bremer, librarian, opposed approval and requested the Commission delay approval.

Melissa Riley, librarian, opposed approval stating the MOU unjustly serves the public.

Tim Gillespie, Public Access Project, supported testimony given by Messrs. Gabler and Hale.

Margie O'Driscoll, executive director of Friends of the Library, offered to delete reference to use of borrowers' cards from Friends' MOU.

Dale Carlson, Library Foundation board member, supported approval and suggested holding further meetings with library staff to build trust.

Ms. Riley expressed concerns regarding Foundation involvement in Collection Development Plan.

Ms. Goldmacher reported a librarian having been removed from the Main Library and made a branch floater without having been given a preference.

Mr. Hale offered a copy of a book entitled Ethics for Fundraisers by Albert Anderson to the Commissioners.

Andrea Grimes, librarian, suggested office space allocated to the Foundation could be used for essential staff presently based at 45 Hyde and books stored in Brooks Hall.

MOTION: Commissioner Llorente moved to approve amendments to the proposed Library Foundation memorandum of understanding now before the Board of Supervisors.

ACTION: Unanimously approved

Adjournment: Upon a motion by Commissioner Steiman, President Coulter adjourned the meeting at 7:53 p.m. 06/04/96 - M. Culver

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...KET W. CULVER
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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, June 4, 1996**

TIME: **5:30 PM**

PLACE: **Latino/Hispanic Community Meeting Room, Lower Level, Main Library, Civic Center**

AGENDA: **ACTION ITEM?**

1. **CALL TO ORDER**

   A. Pledge of allegiance
   B. Roll call

2. **PUBLIC COMMENT** (for those who cannot attend entire meeting)

3. **APPROVAL OF MINUTES OF:**

   A) REGULAR COMMISSION MEETING OF MAY 7, 1996 **YES**
   B) SPECIAL COMMISSION MEETING OF MAY 7, 1996 **YES**
   C) SPECIAL COMMISSION MEETING OF MAY 21, 1996 **YES**

4. **ADOPTION OF RESOLUTION #2056:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of May 1996 **YES**

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		ACTION ITEM ?
5.	**PRESIDENT'S REPORT** **Commissioner Steven A. Coulter**	
	A. Introduction by David Price, Special Assistant to the City Librarian, of Marin County Library Commission	
	B. Discussion and possible action to determine method to commemorate Joseph Balanesi at the Parkside branch library	**YES**
	C. Discussion and possible action regarding procedure for more effective minutes	**YES**
6.	**CITY LIBRARIAN'S REPORT** **Kenneth E. Dowlin**	
	A. Discussion and possible action to approve Meeting Room Policy	**YES**
	B. Report on inter-staff communication	
7.	**FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT** **Vice President Fran A. Streets, Chair**	
	No report because no regular meeting was held in May	
8.	**PLANNING AND POLICY COMMITTEE REPORT** **Commissioner Ernest H. Llorente, Chair**	
	Report on special meeting held on May 16, 1996, at Parkside branch library regarding renaming of branch libraries	
9.	**LIBRARIANS' GUILD REPORT**	
	Discussion of working conditions at the new Main Library	**NO**
10.	**NEW BUSINESS**	
11.	**PUBLIC COMMENT**	
12.	**ADJOURNMENT**	

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, June 4, 1996

A regular meeting of the San Francisco Public Library Commission was held on Tuesday, June 4, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:43 p.m. The call to order was followed by the pledge of allegiance.

The following members were noted present: President Coulter; Commissioners Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman. Commissioner Sherry Agnos and Vice President Fran A. Streets were excused.

Public comment:

In response to Bill Hale, library patron, Commissioner Steiman announced that she would be leaving at 8:15 p.m.

Dalisay Bocobo-Balunsat, retired librarian, reported on the first event of Philippine Cultural Week held this day at SFPL, invited the Commission to a celebration on June 20 and requested that unsung heroes be put on the agenda.

Approval of minutes of regular meeting of May 7, 1996; special meeting of May 7, 1996; and special meeting of May 21, 1996:

MOTION: Commissioner Steiman moved to approve the minutes of the regular meeting of May 7, 1996.

ACTION: Unanimously approved

MOTION: Commissioner Higueras moved to approve the minutes of the special meeting of May 7, 1996.

ACTION: Unanimously approved

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MOTION: Commissioner Llorente moved to approve the minutes of the special meeting of May 21, 1996.

In response to Mr. Hale, President Coulter stated that discussion on abbreviated minutes format would be dealt with later on the agenda.

ACTION: Unanimously approved

Adoption of Resolution #2056:

MOTION: Commissioner Llorente moved to approve temporary, exempt and non-Civil Service appointments and separations for month of May 1996.

ACTION: Unanimously approved

PRESIDENT'S REPORT
Commissioner Steven A. Coulter

Introduction of Marin County Library Commission:

David Price, Special Assistant to the City Librarian, introduced chair Victoria Fong of the Marin County Library Commission, who introduced the remaining members.

Determination of method to commemorate Joseph Balanesi at the Parkside branch library:

President Coulter asked Commissioner Llorente to address this in his committee report.

Procedure for more effective minutes:

After input by Commissioners and Deputy City Attorney Sandra Schaefer, President Coulter indicated that summary minutes would be published.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

Approval of Meeting Room Policy:

MOTION: Commissioner Llorente moved to approve the Meeting Room Policy dated 2/13/96 as an interim measure. (Staff was instructed to present resolution of a list of issues brought up at this meeting at the July 2, 1996, Commission meeting.)

ACTION: Unanimously approved

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Report on inter-staff communication:

Mr. Dowlin reported that a weekly staff newsletter will be electronically distributed; quarterly staff meetings will be reinstated; monthly managers' meetings will be resumed; policies and procedures will be on the staff Lynx home page; a fall seminar on professional issues will be held; and Mr. Price and Mary Downey, Finance Director, have met with staff in some departments regarding the 1996-97 budget.

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

No report was given as no regular meeting was held in May 1996.

PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

Commissioner Llorente reported on the May 16, 1996, meeting held at the Parkside branch library.

LIBRARIANS' GUILD REPORT

Melissa Riley expressed the following concerns:

NEW BUSINESS

PUBLIC COMMENT

ADJOURNMENT

President Coulter adjourned the meeting at 8:25 p.m.

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

06/05/96
M. Culver

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
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The following members were noted present: President Coulter; Commissioners Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman. Commissioner Sherry Agnos and Vice President Fran A. Streets were excused.

Public comment:

In response to Bill Hale, library patron, Commissioner Steiman announced that she would be leaving at 8:15 p.m.

Dalisay Bocobo-Balunsat, retired librarian, reported on the first event of Philippine Cultural Week held this day at SFPL, invited the Commission to a celebration on June 20 and requested that unsung heroes be put on the agenda.

Approval of minutes of regular meeting of May 7, 1996; special meeting of May 7, 1996; and special meeting of May 21, 1996:

MOTION: Commissioner Steiman moved to approve the minutes of the regular meeting of May 7, 1996.

ACTION: Unanimously approved

MOTION: Commissioner Higueras moved to approve the minutes of the special meeting of May 7, 1996.

ACTION: Unanimously approved

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MOTION: Commissioner Llorente moved to approve the minutes of the special meeting of May 21, 1996.

In response to Mr. Hale, President Coulter stated that discussion on abbreviated minutes format would be dealt with later on the agenda.

ACTION: Unanimously approved

Adoption of Resolution #2056:

MOTION: Commissioner Llorente moved to approve temporary, exempt and non-Civil Service appointments and separations for month of May 1996.

ACTION: Unanimously approved

PRESIDENT'S REPORT
Commissioner Steven A. Coulter

Introduction of Marin County Library Commission:

David Price, Special Assistant to the City Librarian, introduced chair Victoria Fong of the Marin County Library Commission, who introduced the remaining members.

Determination of method to commemorate Joseph Balanesi at the Parkside branch library:

President Coulter asked Commissioner Llorente to address this in his committee report.

Procedure for more effective minutes:

Commission Secretary Culver asked that those who comment state support or opposition. Commissioner Llorente requested a short summary of discussions be recorded. Commissioner Higueras requested more than minimal minutes. Commissioner Steiman requested brief summaries be recorded such as in the May 7 minutes. Deputy City Attorney Sandra Schaefer referred to Robert's Rules of Order and suggested a voluntary abstract be requested from speakers.

Mr. Hale stressed that the minutes are the record of the public, as well as the Commission. Commissioner Llorente asked Mr. Hale if he would be able to submit after each meeting a short summary of his recollection of the issues he had presented. He agreed he could. Commissioner Steiman requested that each point made by a speaker be recorded. President Coulter asked that comments should be attributed to commenters.

In response to the request of Ed Regan, library patron, that copies or a summary of the text of the Sunshine Ordinance, Brown Act and Public Records Act be provided at meetings, Mr. Dowlin said they are available in the Government Information Center of the Library.

Commissioner Chin suggested using "C." in place of "Commissioner." Commissioner Llorente termed it an evolving process. Deputy City Attorney Schaefer cited that the ordinance requires recording speakers' support or opposition to matters discussed.

CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

Approval of Meeting Room Policy:

Commissioner Steiman suggested changing, under "Application, Scheduling and Posting" in the sixth paragraph, "but no sooner than six months" to "but no more than six months". Mr. Dowlin stated that under "Availability of Facilities" in the Rules for Public Use of Library Meeting Facilities the last line on page 2 would be deleted and that the Rules would be made consistent with the Meeting Room Policy dated 2/13/96.

Mr. Price pointed out the major changes to the February 18, 1992, Meeting Room Policy cost recovery during open hours as described in his Meeting Room Policy Memorandum of May 24, 1996, and to provide to other governmental agencies use the meeting rooms for administrative purposes. Staff has expressed a concern, since the policy was amended and approved at the February 15 Planning and Policy Committee meeting, regarding Chinatown Branch. He suggested an amendment allowing branches, if used after hours, some cost recovery be possible. If allowed to be used without cost, use would be confined to open hours.

President Coulter requested that staff present resolution of the list of issues brought up at this meeting at the July 2, 1996, Commission meeting.

Lurilla Harris, library patron, noted that Noe Valley branch is ADA accessible.

Mr. Hale reiterated his request that the Commission incorporate by reference adoption of the ALA Library Bill of Rights and mentioned that some groups are unable to pay for space. In response to his question if a group is formed with the Library as its focus can it fund raise for itself, Commissioner Steiman responded that this would be considered on a case-by-case basis.

Commissioner Chin suggested adding another group for non-profit/public service.

Mr. Regan suggested if library had a separate entrance, no security would be needed.

In response to Mr. Hale's reference to Library Express and a need to revisit that issue to reassure the public, Commissioner Llorente stated that data on it is needed now that the Main Library is open.

MOTION: Commissioner Llorente moved to approve the Meeting Room Policy dated 2/13/96 as an interim policy until the next meeting.

DCA Schaefer stated this motion was legal.

ACTION: Unanimously approved

Report on inter-staff communication:

Mr. Dowlin reported that a weekly staff newsletter will be electronically distributed; quarterly staff meetings will be reinstated; monthly managers' meetings will be resumed; policies and procedures will be on the staff Lynx home page; a fall seminar on professional issues will be held; and Mr. Price and Mary Downey, Finance Director, have met with staff in some departments regarding the 1996-97 budget.

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

No report was given as no regular meeting was held in May 1996.

PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

Commissioner Llorente reported on the May 16, 1996, meeting held at the Parkside branch library regarding honoring Joseph Balanesi. A poll was taken in the community. It was considered a serious issue to rename a branch library. It was suggested a plaque be installed honoring Mr. Balanesi.

Commissioner Chin will work with staff on a renaming policy.

Ms. Harris suggested asking staff for suggestions regarding this policy in the weekly newsletter.

Mr. Hale suggested Library Express work on this, using Sally Brunn as a point of reference for renaming.

President Coulter suggested the Commission Secretary write a letter to branch

librarians for their input on this issue.

LIBRARIANS' GUILD REPORT

Melissa Riley expressed the following concerns: insufficient staff at the Main; volunteers cannot replace shelving staff; staff should be encouraged to report health hazards to their supervisors; correct distance should be used at work stations; and branch patrons are having difficulty obtaining information from the Main Library.

NEW BUSINESS

Mr. Hale requested that abbreviated minutes be brought up to the norm, be on-line, on time and reiterated that changes in the new Charter will affect the Commission.

PUBLIC COMMENT

Ms. Harris reported allergic reactions being experienced in the new Main Library.

Barbara Newcombe, member of the press, opposed destruction of the card catalogue and requested it be preserved as it is protected under the San Francisco Administrative Code as a public record. She asked if the card catalogue had been transferred to the on-line catalogue.

DCA Schaefer assumed responsibility for ascertaining whether or not the card catalogue is a public record.

David Turner, library patron, reported that all information from the card catalog was not transferred to the on-line and was disappointed in the smaller number of books, citing the 500 series in Natural Science.

Mr. Regan reiterated his request that all branches (or at least the Harvey Milk branch) be kept open from 6:00 a.m. to midnight and that a separate building be available outside with computers in it.

Debbie Gross, library patron, requested books be out where people can see them, expressed concern regarding storing books in Brooks Hall and stated a need for shelves in the sorting room.

Jim Kirwan, library patron, stated that with passage of Prop E the new library should house all materials which were in the old Main, requested chest-high shelves, and noted there was less space for shelving.

Gray Brechin, historian and geographer, stressed there was not enough room in the new

library and that patrons in the Children's Room were becoming addicted to computers.

Nicholson Baker, writer, reported that Brooks Hall contains four miles of periodicals and three shelf miles of books and requested that the Commission look at Brooks Hall because there is insufficient space in the new Main. He said that the space planners were mistaken arithmetically, that the level of discarding since 1989 had been 300,000 books, that last copies of books are in the discard room in the old Main, requested a list of discarded books since 1987, stated that the new Prop E books should not displace old books, that he has a personal interest in the card catalogue and suggested the San Francisco History Room as the logical place for the catalogue, even though it had not been up-dated since 1991.

Ruth McGinnis, librarian, stated that the OPAC/DRA does not show all of what is in the system; there is inadequate support staff to get all materials on-line; that many books are not on the computer, although they are on the shelf; that many stored books are last copies; and suggested a survey be made by knowledgeable specialists.

Yvonne Glade, library patron, asked that the Commissioners visit Brooks Hall.

President Coulter requested that senior staff research these questions and that the speakers leave their names, in order to respond to them in writing.

Philip Silverstein, library patron, referred to improper shelves for audio visual materials, the handicapped elevators limit access, and the checkout lines should be on the inside of the curve. He suggested closing the building for six months to allow the contractor make corrections. He stated the book return area was unusable, with insufficient pages to shelve, that management was responsible and the staff was upset.

Margaret Richter, library patron, requested that the card catalogue be retained, books be on open shelves and that it is difficult to search by subject.

Ms. Riley reiterated that the on-line catalogue is inaccurate and needs to be used along with the card catalogue and that patrons need help learning to use computers.

Second round of public comment:

Mr. Brechin stated that the Main is a research library which needs old books and that the Friends of the Library bookstore sells surplus books.

Mr. Baker reported two huge outflows of books: 25,000 in the basement of the old Main, library users are frustrated which may be because books have been discarded and reiterated that the card catalogue is the only source of which books have been withdrawn.

Mr. Regan suggested one copy of all encyclopedias, a variety of dictionaries and a pamphlet on how to use computers be made available to patrons.

Dale Carlson, Foundation board member, suggested assertions made about the building and books have no factual back-up and that the card catalogue was not a definitive source even up until 1991.

James Brook, writer, referred to preferences not being valuable and importance of access to collection.

ADJOURNMENT

President Coulter adjourned the meeting at 8:25 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

08/04/96
M. Culver

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NOTICE OF MEETING

A special meeting of the San Francisco Public Library Commission will be held as follows:

DATE: **Friday, June 21, 1996**

TIME: **4:00 p.m.**

PLACE: **Latino/Hispanic Community Meeting Room**
Lower Level, Main Library, Civic Center

AGENDA:

I.	**CALL TO ORDER**	**ACTION REQUIRED?**
II.	**LIBRARY FOUNDATION MOU**	
	Discussion and possible action on the recommendation of the City Librarian to delete section 3.1.7 from the proposed Library Foundation memorandum of understanding now before the Board of Supervisors which includes additions incorporated as a result of the Board of Supervisors Government Efficiency and Labor Committee meeting of May 30, 1996, a copy of which has been available to the public since June 7, 1996	**YES**
III.	**PUBLIC COMMENT**	
IV.	**ADJOURNMENT**	

06/18/96
M. Culver

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room, L80-A. The Fire Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. Accessible MUNI lines serving this location are the #19 Polk and #5 McAllister. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

<u>Know Your Rights Under The Sunshine Ordinance</u>

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075. 04/18/96:MWC

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Friday, June 21, 1996

A special meeting of the San Francisco Public Library Commission was held on Friday, June 21, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 4:08 p.m.

The following members were noted present: President Coulter; Commissioners Lonnie Chin, Ernest H. Llorente, Carol Steiman; and Vice President Fran A. Streets. Commissioners Sherry Agnos and Charles A. Higueras, A.I.A., were excused.

Library Foundation MOU:

Public comment: Cathy Bremer, librarian
Barbara Berman, Friends of the Library board member
Bill Hale, library patron
Timothy Gillespie, Public Access Project
Dale Carlson

MOTION: Vice President Streets moved:

(A) that the Commission accept the recommendation of the City Librarian to submit the June 19, 1996, version of the Foundation Memorandum of Understanding to the Board of Supervisors for its approval;

(B) and that the Commission authorizes the City Librarian to approve non-substantive revisions to this MOU proposed at future Board of Supervisort's hearings;

(C) and, if any further written revision is required, the Commission authorizes the City Attorney to reword any suggested revision in a form which complies with all laws but does not alter the intent of the addition or change required.

ACTION: Unanimously approved

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Public comment:

In response to Barbara Newcombe, member of the press, President Coulter assured her that a response to her questions regarding the card catalogue be presented to the Commission at its June 4,1996 meeting would be given at the July 2, 1996 meeting.

Renee Dorsey Coleman responded to Mr. Hale's comments.

Adjournment: 4:48 p.m.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
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The following members were noted present: President Coulter; Commissioners Lonnie Chin, Ernest H. Llorente, Carol Steiman; and Vice President Fran A. Streets. Commissioners Sherry Agnos and Charles A. Higueras, A.I.A., were excused.

Library Foundation MOU:

President Coulter reported that the MOU had been to the Board of Supervisors Government Efficiency and Labor Committee; Board of Supervisors changes were being reviewed for approval at this meeting; and it would go back to the Board of Supervisors for third reading on June 24.

Deputy City Attorney Sandra Schaefer presented an overview of the Board of Supervisors change in the MOU to remove section 3.1.7 previously approved by this Commission. She stated that it could not be completely removed because if left out it implied that it is open to negotiation. One line was added so that the Foundation could not sublet or contract. Other changes, which are underlined, are changes from the version at the GEL Committee of the Board.

Commissioner Llorente ascertained from Ms. Schaefer that the underlined sections were reviewed by the Commission before being sent to the GEL Committee.

Ms. Schaefer corrected the record by stating that the MOU would go to the Board of Supervisors on June 24 and would be read once after that because of the change being made.

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Cathy Bremer, Local 790, stated that SFPL staff has grave concerns about the contract. She requested that President Coulter not vote on the MOU. She reported that the union opposes the Foundation having both a non-profit and for-profit role in the organization. She said that the union expected to be involved in meetings with the administration on the effect the contract has on working conditions of its members. She said the union would be actively supporting the interests of the public and serving a stewardship role for the Library. The union supported the removal of the subcontractor section and that the principles proposed to be in the management agreement had been included. She asked that the third paragraph of section 3.1.8 be deleted to use City workers for security. Ms. Bremer reiterated the union position on patron confidentiality and corporate naming.

Barbara Berman, Friends of the Library board, stated her personal opinion that President Coulter should not recuse himself from voting.

Bill Hale, library patron, reiterated his call that the Foundation adopt a code of ethics, stated that privacy of the Foundation has disallowed his obtaining documents, asked who the Foundation represents, suggested the 8:00 p.m. to 9:00 p.m. be an open hour for patrons and suggested there is public distrust of naming opportunities.

Kenneth E. Dowlin, City Librarian, assured Sheila Goldmacher, librarian, that the Building Use and Care Committee is composed of staff and that she could obtain a list of its members from his office.

Timothy Gillespie, Public Access Project, apologized for his behavior at the last meeting. David Price, Special Assistant to the City Librarian, responded to Mr. Gillespie's assertion that he had been given information from Mr. Price's office that only one group was interested in rental space in the Library by stating that only one *formal* application had been made, with which DCA Sandra Schaefer concurred.

Dale Carlson, Foundation board member, stated that the Foundation was in accord with removal of section 3.1.7 and is satisfied with the MOU.

In response to Commissioner Chin's question as to why the Supervisors had asked to remove section 3.1.7, Mr. Dowlin reported that three Supervisors had so requested since the clause could be interpreted as "contracting out."

Commissioner Steiman stated that many of these issues are being handled in the Planning and Policy Committee.

Ms. Bremer requested that section 3.1.8 be deleted as being contradictory to the rest of the MOU.

President Coulter stated that he could vote on the MOU according to the advice of the City Attorney.

MOTION: Vice President Streets moved:

(A) that the Commission accept the recommendation of the City Librarian to submit the June 19, 1996, version of the Foundation Memorandum of Understanding to the Board of Supervisors for its approval;

(B) and that the Commission authorizes the City Librarian to approve non-substantive revisions to this MOU proposed at future Board of Supervisor's hearings;

(C) and, if any further written revision is required, the Commission authorizes the City Attorney to reword any suggested revision in a form which complies with all laws but does not alter the intent of the addition or change required.

ACTION: Unanimously approved

In response to Barbara Newcombe, member of the press, President Coulter stated his intent to answer questions posed by the public at the June 4, 1996 meeting at the July 2 Commission meeting.

In response to Mr. Hale's assertion that the public had not understood naming opportunities during fund raising, Renee Dorsey Coleman, Foundation board member, stated that donors had been made aware in written materials.

In response to Vice President Streets, Mr. Hale reminded that the Commission had approved naming opportunities a the meeting held at Park branch on March 5.

Adjournment: 4:48 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Friday, June 21, 1996

A special meeting of the San Francisco Public Library Commission was held on Friday, June 21, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 4:08 p.m.

The following members were noted present: President Coulter; Commissioners Lonnie Chin, Ernest H. Llorente, Carol Steiman; and Vice President Fran A. Streets. Commissioners Sherry Agnos and Charles A. Higueras, A.I.A., were excused.

Library Foundation MOU:

President Coulter reported that the MOU had been to the Board of Supervisors Government Efficiency and Labor Committee; Board of Supervisors changes were being reviewed for approval at this meeting; and it would go back to the Board of Supervisors for third reading on June 24.

Deputy City Attorney Sandra Schaefer presented an overview of the Board of Supervisors change in the MOU to remove section 3.1.7 previously approved by this Commission. She stated that it could not be completely removed because if left out it implied that it is open to negotiation. One line was added so that the Foundation could not sublet or contract. Other changes, which are underlined, are changes from the version at the GEL Committee of the Board.

Commissioner Llorente ascertained from Ms. Schaefer that the underlined sections were reviewed by the Commission before being sent to the GEL Committee.

Ms. Schaefer corrected the record by stating that the MOU would go to the Board of Supervisors on June 24 and would be read once after that because of the change being made.

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Cathy Bremer, Local 790, stated that SFPL staff has grave concerns about the contract. She requested that President Coulter not vote on the MOU. She reported that the union opposes the Foundation having both a non-profit and for-profit role in the organization. She said that the union expected to be involved in meetings with the administration on the effect the contract has on working conditions of its members. She said the union would be actively supporting the interests of the public and serving a stewardship role for the Library. The union supported the removal of the subcontractor section and that the principles proposed to be in the management agreement had been included. She asked that the third paragraph of section 3.1.8 be deleted to use City workers for security. Ms. Bremer reiterated the union position on patron confidentiality and corporate naming.

Barbara Berman, Friends of the Library board, stated her personal opinion that President Coulter should not recuse himself from voting.

Bill Hale, library patron, reiterated his call that the Foundation adopt a code of ethics, stated that privacy of the Foundation has disallowed his obtaining documents, asked who the Foundation represents, suggested the 8:00 p.m. to 9:00 p.m. be an open hour for patrons and suggested there is public distrust of naming opportunities.

Kenneth E. Dowlin, City Librarian, assured Sheila Goldmacher, librarian, that the Building Use and Care Committee is composed of staff and that she could obtain a list of its members from his office.

Timothy Gillespie, Public Access Project, apologized for his intemperance and excitability at the last meeting and stated that he hoped that at future meetings both the Commission President and he could be more calm. David Price, Special Assistant to the City Librarian, responded to Mr. Gillespie's assertion that he had been given information from Mr. Price's office that only one group was interested in rental space in the Library by stating that only one *formal* application had been made. In response to Mr. Gillespie, DCA Sandra Schaefer stated she had seen neither Mr. Gillespie's request nor Mr. Price's response.

Dale Carlson, Foundation board member, stated that the Foundation was in accord with removal of section 3.1.7 and is satisfied with the MOU.

In response to Commissioner Chin's question as to why the Supervisors had asked to remove section 3.1.7, Mr. Dowlin reported that three Supervisors had so requested since the clause could be interpreted as "contracting out."

Commissioner Steiman stated that many of these issues are being handled in the Planning and Policy Committee.

Ms. Bremer requested that section 3.1.8 be deleted as being contradictory to the rest of the MOU.

President Coulter stated that he could vote on the MOU according to the advice of the City Attorney.

MOTION: Vice President Streets moved:

(A) that the Commission accept the recommendation of the City Librarian to submit the June 19, 1996, version of the Foundation Memorandum of Understanding to the Board of Supervisors for its approval;

(B) and that the Commission authorizes the City Librarian to approve non-substantive revisions to this MOU proposed at future Board of Supervisor's hearings;

(C) and, if any further written revision is required, the Commission authorizes the City Attorney to reword any suggested revision in a form which complies with all laws but does not alter the intent of the addition or change required.

ACTION: Unanimously approved

In response to Barbara Newcombe, member of the press, President Coulter stated his intent to answer questions posed by the public at the June 4, 1996 meeting at the July 2 Commission meeting.

In response to Mr. Hale's assertion that the public had not understood naming opportunities during fund raising, Renee Dorsey Coleman, Foundation board member, stated that donors had been made aware in written materials.

In response to Vice President Streets, Mr. Hale reminded that the Commission had approved naming opportunities a the meeting held at Park branch on March 5.

Adjournment: 4:48 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

09/03/96 - M. Culver

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, July 2, 1996**

TIME: **5:30 PM**

PLACE: **Latino/Hispanic Community Meeting Room, Lower Level, Main Library, Civic Center**

AGENDA:

		ACTION ITEM ?
1.	**CALL TO ORDER**	
2.	**APPROVAL OF MINUTES OF JUNE 4, 1996 COMMISSION MEETING**	**YES**
3.	**ADOPTION OF RESOLUTION #2057:** Discussion and possible action to approve temporary, exempt and non-Civil Service appointments and separations for month of June 1996	**YES**
4.	**PRESIDENT'S REPORT** **Commissioner Steven A. Coulter**	
	A. Presentation by Burk Delventhal, Deputy City Attorney, to clarify responsibilities of the Library Commission under the new Charter which was effective as of July 1, 1996	
	B. Review and possible approval of Latino/Hispanic Community Meeting Room mural: Carlota del Portillo	**YES**
	C. Responses to questions from the public at the 6/4/96 meeting	

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5. CITY LIBRARIAN'S REPORT **ACTION ITEM ?**
Kenneth E. Dowlin

A. Introduction of Cathie Helmick, Main Library 5th Floor Services Manager

B. New Main Library update

C. Discussion and possible action to approve Meeting Room Policy **YES**

6. FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

A. **Adoption of Resolution #2058:** Discussion and possible action to authorize the San Francisco Public Library to accept a donation of computer system software and workstation licenses valued at $186,956 which has been contributed by Microsoft Corporation through the Friends of the Library **YES**

B. **Adoption of Resolution #2059:** Discussion and possible action to authorize the San Francisco Public Library to apply for, accept and expend $254,736 to be awarded by the National Science Foundation, Network Infrastructure for Education Program; waiving indirect costs **YES**

C. **Adoption of Resolution #2060:** Discussion and possible action to authorize the San Francisco Public Library to apply for, accept and expend approximately $200,000 per year for five years for a maximum of $1,009,302 as part of a collaboration with the Unified School District, to be awarded by the United States Department of Education, Challenge Grant for Technology in Education Program; waiving indirect costs **YES**

D. Discussion and possible action to accept the gift of personal computers to the amount of $100,000 from Digital Equipment Corp. **YES**

7. PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

A. Report on naming opportunities criteria for branch campaign

		ACTION ITEM ?
8.	**LIBRARIANS' GUILD REPORT**	
	A. New Main staffing	
	B. Oversight committee for Library Foundation MOU	
	C. Retaining card catalogue	
9.	**NEW BUSINESS**	
10.	***PUBLIC COMMENT**	
11.	**CLOSED SESSION**	
	A. Discussion and possible action in closed session (permitted under Section 67.11 of the Sunshine Ordinance) regarding advice from legal counsel with respect to pending litigation filed in the Superior Court of the State of California; namely, Nicholson Baker v. San Francisco Public Library, et al., Case No. 979-033	**YES**
	B. Quarterly evaluation of City Librarian's performance (permitted under Government Code section 54957)	
12.	**OPEN SESSION**	
	Discussion and vote as to whether to disclose to the public any portion of its closed session discussion	**YES**
13.	**ADJOURNMENT**	

06/28/96 - M. Culver

***THE LIBRARY COMMISSION RESPECTFULLY REQUESTS THAT EACH SPEAKER OR COMMENTER SUBMIT HIS/HER NAME AND A BRIEF SUMMARY OF HIS/HER POSITION OR CONCERN FOR THE PURPOSE OF HELPING US PREPARE ACCURATE AND THOROUGH MINUTES.**

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, July 2, 1996

A regular meeting of the San Francisco Public Library Commission was held on Tuesday, July 2, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:36 p.m. The following members were noted present: President Coulter; Commissioners Sherry Agnos, Ernest H. Llorente, Carol Steiman and Vice President Fran A. Streets. Commissioners Lonnie Chin and Charles A. Higueras, A.I.A., were excused.

Minutes: President Coulter announced that the minutes of June 4, 1996, were not ready but would be approved at the next Commission meeting.

Adoption of Resolution #2057:
MOTION: Vice President Streets moved to approve temporary, exempt and non-Civil Service appointments and separations for month of June 1996.

Public comment: Ed Regan, library patron, expressed concern over separations each month.

ACTION: Unanimously approved

PRESIDENT'S REPORT

President Coulter recommended the two Library exhibits just opened to the assemblage; namely, "Dimensions of Diversity" and "Gateway to Gold Mountain" and commended Laura Lent, Exhibitions and Programming Manager, and Kathy Page, Chief of the Main, for their part in the displays.

Public comment: Nicholson Baker, library patron, thanked the administration for responding to his Immediate Disclosure Request for access to 12 drawers of the card catalogue and presented photographs of the old Main Library and 45 Hyde. He referred to the Sutro stacks and newspaper morgue at the old Main and valuable earthquake damaged books at 45 Hyde.

DRAFT

New charter:
Burk Delventhal, Deputy City Attorney, clarified responsibilities of the Library Commission under the new Charter which was effective July 1, 1996
(Report available in Office of the Commission)

Latino/Hispanic Community Meeting Room mural:
Carlota del Portillo presented a macque of the mural being donated by her family.

MOTION: Commissioner Agnos moved to accept the mural and, if necessary, obtain Board of Supervisors approval.
ACTION: Unanimously approved

Responses to questions from 6/4/96 meeting:

President Coulter assured the audience that a written statement would be made on these questions, that the City Attorney opinion would be included and public questions would be studied in detail.

Kathy Page, Chief of the Main, responded to questions on:

An unidentified speaker requested that the card catalog be preserved as a public record as the Board of Supervisors had recommended.

Tom Carey, library staff, reported that many books cannot be found in the online catalog.

Eric Noble, library patron, asked if 30% increased shelf space in the new Main was considered adequate, what is the destination of books in Brooks Hall, suggested an information sheet be available to patrons regarding the shelvers issue and stated that librarians feel there is less open shelf space in the new Main.

President Coulter asked Ms. Page to add Mr. Noble's concerns to the written statement forthcoming.

CITY LIBRARIAN'S REPORT

Introduction of 5th Floor Services Manager: Ms. Page introduced Cathie Helmick, 5th Floor Services Manager since April 15, 1996.

New Main Library update: Ms. Page delivered a report on the present status of services in the new Main Library authored by her and Marcia Schneider, Chief of Branches, Outreach and Community Relations.
(Report available in Office of the Commission)

DRAFT

Meeting Room Policy:

Ms. Lent suggested Section 4 be amended to delete the words "in the Main Library: and "in branch libraries".

MOTION: Commissioner Llorente moved to adopt the Meeting Room Policy as amended.

Public comment:

Mr. Hale suggested Section 8 include "opposition groups".

ACTION: Unanimously approved

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT

Adoption of Resolution #2058: Authorizing the San Francisco Public Library to accept a donation of computer system software and workstation licenses valued at $186,956 which has been contributed by Microsoft Corporation through the Friends of the Library

MOTION: Vice President Streets moved adoption of Resolution #2058.
ACTION: Unanimously approved

Adoption of Resolution #2059: Authorizing the San Francisco Public Library to apply for, accept and expend $254,736 to be awarded by the National Science Foundation, Network Infrastructure for Education Program; waiving indirect costs

MOTION: Commissioner Agnos moved adoption of Resolution #2059.
ACTION: Unanimously approved

Adoption of Resolution #2060: Authorizing the San Francisco Public Library to apply for, accept and expend approximately $200,000 per year for five years for a maximum of $1,009,302 as part of a collaboration with the Unified School District, to be awarded by the United States Department of Education, Challenge Grant for Technology in Education Program; waiving indirect costs

MOTION: Commissioner Llorente moved adoption of Resolution #2060.
ACTION: Unanimously approved

DRAFT

Acceptance of gift of personal computers:

MOTION: Commissioner Agnos moved to accept the gift of personal computers to the amount of $100,000 from Digital Equipment Corp.
ACTION: Unanimously approved

Sybil Boutilier was recognized for her participation in these grants.

PLANNING AND POLICY COMMITTEE REPORT

Naming opportunities criteria for branch campaign: Commissioner Llorente reported that the committee is still working on recognizing unsung heroes.

Sherry Thomas, Library Foundation director, stated that no naming opportunities are under the control of the Foundation.

Commissioner Steiman reported that she is studying the issue.

Mr. Hale suggested need for distinction between individual and corporate donors.

LIBRARIANS' GUILD REPORT

Cathy Bremer, librarian and Local 790 shop steward, reported inadequate new Main staffing, need for an oversight committee for the Library Foundation MOU and stressed importance of retaining the card catalogue.

NEW BUSINESS - None

PUBLIC COMMENT - Commissioner Llorente reassured Dalasay Bocobo-Balunsat, retired librarian, that her request for commendation would be taken up at the July 18 Planning and Policy Committee meeting.

President Coulter recessed the meeting at 8:58 p.m.

CLOSED SESSION

MOTION: President Coulter moved to reconvene at 9:05 p.m. for:

A. Discussion and possible action in closed session (permitted under Section 67.11 of the Sunshine Ordinance) regarding advice from legal counsel with respect to pending litigation filed in the Superior Court of the State of California; namely, Nicholson Baker v. San Francisco Public Library, et al., Case No. 979-03

DRAFT

B. Quarterly evaluation of City Librarian's performance (permitted under Government Code section 54957)

ACTION: Unanimously approved

OPEN SESSION

President Coulter called for open session at 9:50 p.m.

MOTION: Commissioner Llorente moved not to disclose to the public any portion of closed session discussion.
ACTION: Unanimously approved

ADJOURNMENT

President Coulter adjourned the meeting at 9:51 p.m.

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

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President
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ST H. LLORENTE
OL STEIMAN
missioners
NETH E. DOWLIN
Librarian
GARET W. CULVER
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
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The meeting was called to order by President Steven A. Coulter at 5:36 p.m. The following members were noted present: President Coulter; Commissioners Sherry Agnos, Ernest H. Llorente, Carol Steiman and Vice President Fran A. Streets. Commissioners Lonnie Chin and Charles A. Higueras, A.I.A., were excused.

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MOTION: Vice President Streets moved to approve temporary, exempt and non-Civil Service appointments and separations for month of June 1996.

Ed Regan, library patron, expressed concern over separations each month.

ACTION: Unanimously approved

PRESIDENT'S REPORT

President Coulter recommended the two Library exhibits just opened to the assemblage; namely, "Dimensions of Diversity" and "Gateway to Gold Mountain" and commended Laura Lent, Exhibitions and Programming Manager, and Kathy Page, Chief of the Main, for their part in the displays.

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New charter:
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(Report available in Office of the Commission)

Latino/Hispanic Community Meeting Room mural:
Carlota del Portillo presented a macque of the mural being donated by her family to be installed in the Latino/Hispanic Community Meeting Room.

MOTION: Commissioner Agnos moved to accept the mural and, if necessary, obtain Board of Supervisors approval.
ACTION: Unanimously approved

Responses to questions from 6/4/96 meeting:

President Coulter assured the audience that a written statement would be made on these questions, that the City Attorney opinion would be included and public questions would be studied in detail.

Kathy Page, Chief of the Main, responded to questions. (Questions and answers available in Office of the Commission)

An unidentified speaker requested that the card catalog be preserved as a public record, as the Board of Supervisors had recommended.

Tom Carey, library staff, reported that many books cannot be found in the online catalog.

Eric Noble, library patron, asked if 30% increased shelf space in the new Main was considered adequate, what the destination of books in Brooks Hall is, suggested an information sheet be made available to patrons regarding the shelvers issue and stated that librarians feel there is less open shelf space in the new Main.

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Branches, Outreach and Community Relations.
(Report available in Office of the Commission)

Meeting Room Policy:

Ms. Lent suggested Section 4 be amended to delete the words "in the Main Library" and "in branch libraries".

MOTION: Commissioner Llorente moved to adopt the Meeting Room Policy as amended.

Mr. Hale suggested Section 8 include "opposition groups".

ACTION: Unanimously approved

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT

Adoption of Resolution #2058: Authorizing the San Francisco Public Library to accept a donation of computer system software and workstation licenses valued at $186,956 which has been contributed by Microsoft Corporation through the Friends of the Library

MOTION: Vice President Streets moved adoption of Resolution #2058.
ACTION: Unanimously approved

Adoption of Resolution #2059: Authorizing the San Francisco Public Library to apply for, accept and expend $254,736 to be awarded by the National Science Foundation, Network Infrastructure for Education Program; waiving indirect costs

MOTION: Commissioner Agnos moved adoption of Resolution #2059.
ACTION: Unanimously approved

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MOTION: Commissioner Llorente moved adoption of Resolution #2060.
ACTION: Unanimously approved

Acceptance of gift of personal computers:

MOTION: Commissioner Agnos moved to accept the gift of personal computers to the amount of $100,000 from Digital Equipment Corp.
ACTION: Unanimously approved

Sybil Boutilier was recognized for her participation in these grants.

PLANNING AND POLICY COMMITTEE REPORT

Naming opportunities criteria for branch campaign: Commissioner Llorente reported that the committee is still working on recognizing unsung heroes.

Sherry Thomas, Library Foundation director, stated that no naming opportunities are under the control of the Foundation.

Commissioner Steiman reported that she is studying the issue.

Mr. Hale suggested need for distinction between individual and corporate donors.

LIBRARIANS' GUILD REPORT

Cathy Bremer, librarian and Local 790 shop steward, reported inadequate new Main staffing, need for an oversight committee for the Library Foundation MOU and stressed importance of retaining the card catalogue.

NEW BUSINESS - None

PUBLIC COMMENT - Commissioner Llorente reassured Dalasay Bocobo-Balunsat, retired librarian, that her request for commendation would be taken up at the July 18 Planning and Policy Committee meeting.

President Coulter recessed the meeting at 8:58 p.m.

CLOSED SESSION

MOTION: President Coulter moved to reconvene at 9:05 p.m. for:

A. Discussion and possible action in closed session (permitted under Section 67.11 of the Sunshine Ordinance) regarding advice from legal counsel with respect to pending litigation filed in the Superior Court of the State of California; namely, Nicholson Baker v. San Francisco Public Library, et al., Case No. 979-03

B. Quarterly evaluation of City Librarian's performance (permitted under Government Code section 54957)

ACTION: Unanimously approved

OPEN SESSION

President Coulter called for open session at 9:50 p.m.

MOTION: Commissioner Llorente moved not to disclose to the public any portion of closed session discussion.
ACTION: Unanimously approved

ADJOURNMENT

President Coulter adjourned the meeting at 9:51 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102.

08/04/96
M. Culver

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NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

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SAN FRANCISCO
PUBLIC LIBRARY

DATE: **Tuesday, August 6, 1996**

TIME: **5:30 PM**

PLACE: **Latino/Hispanic Community Meeting Room, Lower Level, Main Library, Civic Center**

AGENDA:

ACTION ITEM ?

1. **CALL TO ORDER**

2. **APPROVAL OF MINUTES OF COMMISSION MEETINGS OF JUNE 4, 1996, JUNE 21, 1996, AND JULY 2, 1996** **YES YES YES**

3. **PRESIDENT'S REPORT**
   Commissioner Steven A. Coulter

   A. Continuing discussion on card catalogue (and related issues). Topic to be taken up by Planning and Policy Committee on August 15.

4. **CITY LIBRARIAN'S REPORT**
   Kenneth E. Dowlin

   A. **Adoption of Resolution #2061:** Discussion and possible action to authorize the City Librarian to accept and expend Library Services and Construction Act funds from the California State Library in the amount of $5,000.00. This "Exploring African American Culture" materials grant has been awarded to the Bayview/Waden branch library. There are no direct or indirect costs contained in the budget of this grant. **YES**

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ACTION ITEM ?

B. **Adoption of Resolution #2062:** Discussion and possible action to request that the City and County of San Francisco Board of Supervisors release $39,000 that has been held on reserve for the secondary phase of the Library's relocation project. These funds will be used to move furniture and equipment, formerly used in the Main Library but which will not be used in the new Main Library, to various Branch Libraries. **YES**

C. Discussion and possible action to approve correction of typographical error in bylaws **YES**

5. **FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT**
Commissioner Fran A. Streets, Chair

No meeting held in July

6. **PLANNING COMMITTEE REPORT**
Commissioner Ernest H. Llorente, Chair

No meeting held in July

7. **LIBRARIANS' GUILD REPORT**

A. Staffing

B. Budget

8. **NEW BUSINESS**

9. ***PUBLIC COMMENT**

10. **CLOSED SESSION**

A. Discussion in closed session (permitted under Section 67.11 of the Sunshine Ordinance) regarding advice from legal counsel with respect to pending litigation filed in the Superior Court of the State of California; namely Nicholson Baker v. San Francisco Public Library, et al., Case No. 979-033

ACTION ITEM ?

B. Discussion in closed session (permitted under Section 67.10 of the Sunshine Ordinance) regarding employee dismissal

C. Evaluation of City Librarian's performance (permitted under Government Code section 54957)

D. Evaluation of Commission Secretary's performance (permitted under Government Code section 54957)

11. OPEN SESSION

Discussion as to whether to disclose to the public any portion of its closed session discussion — **YES**

12. ADJOURNMENT

08/02/96
M. Culver

***THE LIBRARY COMMISSION RESPECTFULLY REQUESTS THAT EACH SPEAKER OR COMMENTER SUBMIT HIS/HER NAME AND A BRIEF SUMMARY OF THIS/HER POSITION OR CONCERN FOR THE PURPOSE OF HELPING US PREPARE ACCURATE AND THOROUGH MINUTES.**

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

<u>Know Your Rights Under The Sunshine Ordinance</u>

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, August 6, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, August 6, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:40 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Lonnie Chin, Charles A. Higueras, A.I.A. and Carol Steiman. Commissioner Ernest H. Llorente was excused.

Approval of minutes of June 4, 1996:

Commissioner Agnos commended the Commission Secretary on the minutes.

MOTION: Commissioner Higueras moved to approve the June 4, 1996, minutes.

ACTION: Unanimously approved

Approval of minutes of June 21, 1996:

Timothy Gillespie, Public Access Project, stated the minutes were incorrect with regard to his testimony and he requested his comments not be recorded as they often do not reflect what he has said. President Coulter stated that corrections are welcome and asked Mr. Gillespie to work with the Commission Secretary who would redo said portion and present the June 21, 1996 minutes at the next Commission meeting.

Approval of minutes of July 2, 1996:

MOTION: Commissioner Agnos moved to approve the July 2, 1996, minutes.

ACTION: Unanimously approved

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

President's Report:

President Coulter shared with the audience the following: the July 1996 Architecture magazine featuring the new Main Library on its cover which praised James Ingo Freed's design; July 1996 Interiors magazine also featuring the new Main on its cover, including photographs and applauding the structure; The World Institute on Disability newsletter for July-August 1996 commending Cathy Simon and James Ingo Freed, architects, for an accessible structure; at The National Commission on Libraries and Information Services reception, James Billington, the Librarian of Congress, complimented the Library as an achievement bringing the community together; the Project Read newsletter including a July 14, 1996, Examiner article lauding the SFPL adult literacy program; the San Francisco Opera world premiere of the Harvey Milk opera will be holding a special premiere performance in November benefiting the James C. Hormel Gay and Lesbian Center; formal feedback received from Carlota Del Portillo confirming a mural planned for the Latino/Hispanic Community Meeting Room; renewed interest on the part of the Mexican Consulate to contribute a mural to the Library; and media release from SFPL's Friends for Life recruiting volunteers to take library materials to homebound HIV patients.

Card catalogue (and related issues):

Marcia Schneider, Chief of Branches, Outreach and Community Relations, gave an overview of the Questions and Answers document made available to the public. (Copy available in Commission office) She stated that she will survey other libraries regarding their discard policies.

In continuing discussion on the card catalogue, the following members of the public spoke in support of retaining it: Walter Biller, San Francisco Almanac editor (written statement in Commission office); Michael Ginsborg, library patron (written statement in Commission office); Annette McNair, librarian; Tom Carey, librarian; Deetje Boler, patron; Melissa Riley, librarian; Nicholson Baker, writer; and Bill Hale, library patron.

President Coulter referred the matter to the Planning and Policy Committee for public hearing at its next meeting and stated that formal Commission action would be forthcoming in September or October of 1996.

City Librarian's Report

Adoption of Resolution #2061:

MOTION: Commissioner Steiman moved to authorize the City Librarian to accept and expend Library Services and Construction Act funds from the California State Library in the amount of $5,000.00. This "Exploring African American Culture"

materials grants has been awarded to the Bayview/Waden branch library. There are no direct or indirect costs contained in the budget of this grant.

ACTION: Unanimously approved

Adoption of Resolution #2062:

MOTION: Commissioner Chin moved to request that the City and County of San Francisco Board of Supervisors release $39,000 that has been held on reserve for the secondary phase of the Library's relocation project. These funds will be used to move furniture and equipment, formerly used in the Main Library but which will not be used in the new Main Library, to various Branch Libraries.

ACTION: Unanimously approved

Cathy Bremer, Presidio branch manager, suggested $39,000 seemed a high figure and requested that *new* furniture be purchased for the branches.

Melissa Riley, SFPL librarian, requested an amendment be made to include the card catalogue.

MOTION: Commissioner Agnos moved that out of the $39,000 a minimum of $5,000 be set aside until the Commission decides on disposition of the card catalogue and that all furniture that branch libraries have requested be delivered to them.

ACTION: Unanimously approved

Correction of bylaws:

MOTION: Commissioner Steiman moved to approve correction of bylaws to reflect 5:30 p.m. as the meeting time for the December 3, 1996 full Commission meeting.

Mr. Hale warned of traffic congestion on that date because of the demolition of the Central Freeway.

ACTION: Unanimously approved

Finance, Operations and Building Committee report:

No report as no meeting was held in July.

Planning and Policy Committee report:

No report as no meeting was held in July.

Librarians' Guild Report:

Deputy City Attorney Sandra Schaefer cited the Sunshine Ordinance rule that a person of average intelligence should be able to tell from the agenda if s/he wants to attend a meeting and suggested that Librarians' Guild Report be removed from the agenda for lack of completeness. She also requested that the closed session item regarding employee dismissal be removed because of incorrect notice.

Ms. Schaefer advised that the Librarians' Guild report could be heard under public comment.

MOTION: Commissioner Steiman moved to delete the Librarians' Guild Report and the closed session item regarding employee dismissal.

ACTION: Unanimously approved

New business: None

Public comment:

Ms. Bremer reported the following concerns of the Librarians' Guild: negative staff reaction to dismissal of long-term employee who is without work while the dismissal is being reviewed; inadequate staffing; Inter-library Loan and reserves unavailable on Sundays; no time off allowed on Sundays; periodicals paged only once a day; page problems in the branches; the union is awaiting a line item budget; and no books have been ordered in some time.

Ms. Boler expressed concern that 35,000 books remain in the Adopt-A-Book storage area at the Old Main and suggested instituting a long-term loan program.

Ms. Riley suggested checking out books for one year as done in Berkeley, requested that the lack of standards of branch discards be reviewed and expressed concern about the expanding number of discards.

President Coulter called for a break at 8:05 p.m.

Closed session:

President Coulter called the closed session to order at 8:15 p.m. to discuss advice from legal counsel with respect to pending litigation filed in the Superior Court of the State of California; namely Nicholson Baker v. San Francisco Public Library, et al., Case No. 979-033; to perform the performance evaluation of the City Librarian; and to perform the performance evaluation of the Commission Secretary.

Open session:

President Coulter called the open session to order at 10:05 p.m.

MOTION: Commissioner Chin moved not to disclose to the public any portion of the Commission's closed session discussion.

ACTION: Unanimously approved

President Coulter stated that the Commission Secretary's performance evaluation would be done at the next meeting.

Adjournment:

President Coulter adjourned the meeting at 10:10 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco CA 94102.

08/28/96
M. Culver

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

9/3/96

DOCUMENTS DEPT.
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SAN FRANCISCO
PUBLIC LIBRARY

E L. BROWN, JR.
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A. STREETS
President
RY AGNOS
IIE K. CHIN
LES A. HIGUERAS, A.I.A.
ST H. LLORENTE
IL STEIMAN
issioners
IETH E. DOWLIN
Librarian
W. CULVER
ission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, September 3, 1996**

TIME: **5:30 PM**

PLACE: **Chinatown Branch, 1135 Powell Street (Jackson & Washington)**

AGENDA: **ACTION ITEM ?**

1. **CALL TO ORDER**

2. **MINUTES**

   Presentation of, discussion of and possible action to approve minutes of Commission meetings of June 21, 1996 and August 6, 1996* **YES** **YES**

3. **PRESIDENT'S REPORT**
   Commissioner Steven A. Coulter

   A. Introduction of Elsie Wong, Chinatown branch manager

   B. Discussion of the millionth visitor to the Main Library and other media articles

   C. Discussion on key challenges facing the Library

*Cost per audiotape of Commission and committee meetings is now $1.50

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ACTION ITEM ?

D. Discussion and possible action as to whether to adopt a regulation to limit speaking time to three minutes per speaker in accordance with San Francisco Administrative Code section 67.17(c) **YES**

E. Discussion and possible action to recommend to the Mayor and other appropriate City departments that the Library be given permanent space within Brooks Hall **YES**

4. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin (David Price, Special Assistant to the City Librarian acting in Mr. Dowlin's behalf)

A. Update on book reshelving, including volunteers, summer youth program, shelvers and pages

B. Update on training for the public on the use of online catalogue and other technologies

C. Update on volunteer recruitment, training, scheduling and results

5. FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

A. **Adoption of Resolution #2063:** Discussion and possible action authorizing the San Francisco Public Library to apply for $100,200 to be awarded by the Mayor's Office of Community Development Block Grant Program for Community Facilities; to provide neighborhood access to telecommunications, multimedia and internet access in branch libraries; waiving indirect costs. **YES**

6. PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

A. Discussion and possible action that the card catalogue and cases be preserved and that they be moved from their present location to another location which is accessible to the public **YES**

B. **Adoption of Resolution #2064:** Discussion and possible action to commend former librarian **YES**

ACTION ITEM ?

7. LIBRARIANS' GUILD REPORT

8. NEW BUSINESS

9. PUBLIC COMMENT*

10. CLOSED SESSION

A. Evaluation of Commission Secretary's performance (permitted under Government Code section 54957)

11. OPEN SESSION

Discussion and possible action as to whether to disclose to the public any portion of the closed session discussion **YES**

12. ADJOURNMENT

08/28/96 - M. Culver

***THE LIBRARY COMMISSION RESPECTFULLY REQUESTS THAT EACH SPEAKER OR COMMENTER SUBMIT HIS/HER NAME AND A BRIEF SUMMARY OF HIS/HER POSITION OR CONCERN FOR THE PURPOSE OF HELPING US PREPARE ACCURATE AND THOROUGH MINUTES.**

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

<u>Know Your Rights Under The Sunshine Ordinance</u>

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, September 3, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, September 3, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:40 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Lonnie K. Chin, Ernest H. Llorente and Carol Steiman. Commissioners Sherry Agnos and Charles A. Higueras, A.I.A., were excused.

MINUTES:

MOTION: Commissioner Llorente moved to accept the corrected minutes of June 21, 1996.

ACTION: Unanimously approved

MOTION: Vice President Streets moved to accept the minutes of August 6, 1996.

ACTION: Unanimously approved

PRESIDENT'S REPORT:

Chinatown Branch:

President Coulter introduced Elsie Wong, Chinatown branch manager, who submitted the following written statistics: Since re-opening the branch on June 15, 1996, over 140,000 books have been circulated and over 158,000 people have been in the branch.

One millionth visitor and other media articles:

A videotape was shown with coverage from Daybreak (NBC) on the "One Millionth Visitor" and clips from CBS, the Fox network, Bay TV, NBC and ABC on the "San Francisco Main Library".

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Key challenges facing the Library:

President Coulter presented the following as key issues:

1. Budget in balance (meet 15-year commitment on Prop. E, no new City money, $1.9 million shortfall)

2. High usage/high satisfaction (value, professionalism, pride)

3. Building neighborhood, communities partnership (making SFPL a collaborative institution)

4. Cherish tradition of the book while exploring new technologies

Public comment: Timothy Gillespie, Public Access Project; Ed Regan, library patron; Marc Salomon, library patron; Jim Kirwan, library patron; Melissa Riley, SFPL librarian; Djeete Boler, library patron; Phil Silverstein, library patron; Peter Warfield, library patron; Bill Hale, library patron; Suzanne Caster, library patron; Tom Carey, SFPL librarian; Lee Gertler, library patron

Speaking time limit:

Public comment: Mr. Gillespie; Mr. Regan; Charlotte Price, library patron; Mr. Hale; Mr. Salomon; Ms. Boler

MOTION: Commissioner Llorente moved to approve a three-minute speaking time per speaker that would be in place but not used all of the time.

ACTION: Unanimously approved

Request for permanent space within Brooks Hall

Public comment: Ms. Riley; Mr. Regan; Ms. Caster; Gray Brechin, library patron; Mr. Hale; Mr. Kirwan; Mr. Carey, Ms. Gertler

MOTION: Commissioner Steiman moved to recommend to the Mayor and other appropriate City departments that the Library be given permanent space within Brooks Hall.

ACTION: Unanimously approved

DRAFT

CITY LIBRARIAN'S REPORT:
Kenneth E. Dowlin

David Price, Special Assistant to the City Librarian, acting in Mr. Dowlin's behalf, gave an update on book reshelving (including volunteers), summer youth program, shelvers and pages; training for the public on the use of the online catalogue and other technologies; and volunteer recruitment, training, scheduling and results. He referred to a written report from Paul Signorelli, Director of Volunteer Services (on file in the Commission office).

Public comment: David Gabler, SEIU Local 790; Rachel Ellis, library patron; Claire LeVaute, SFPL staff; Mr. Salomon

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

Adoption of Resolution #2063:

President Coulter asked to be recused from voting on this matter.

MOTION: Commissioner Llorente moved to recuse President Coulter from voting on this issue.

ACTION: Unanimously approved

(President Coulter handed the gavel to Vice President Streets, and did not vote on this issue.)

Public comment: Sybil Boutilier, SFPL staff; Mr. Hale; Ms. Gertler; Mr. Salomon; Ms. Caster; Ms. Boler; Mr. Gillespie; Ms. Riley; Toni Bernardi, SFPL Acting Chief of Branches; Mr. Hale; Ms. Gertler

MOTION: Vice President Streets moved to authorize the San Francisco Public Library to apply for $100,200 to be awarded by the Mayor's Office of Community Development Block Grant Program for Community Facilities; to provide neighborhood access to telecommunications, multimedia and Internet access in branch libraries; waiving indirect costs.

ACTION: Unanimously approved

Vice President Streets returned the gavel to President Coulter.

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PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

Card catalogue:

Mr. Price presented a memorandum written to him dated September 3, 1996, from Mary Downey, Finance Director, setting out four options pertaining to the card catalogue: Brooks Hall; Main Library, Sixth Floor; Main Library, Browsing Collection; and Main Library, Various Floors. (Memo/chart in Commission office)

Roberto Esteves, Acting Chief of the Main, presented a memorandum written by himself, and other SFPL employees, to the Commission dated September 3, 1996, subject: "The 1991 San Francisco Public Library Card Catalog" (on file in Commission office).

Public comment: Dalisay Bocobo-Balunsat, retired SFPL librarian; Ms. Riley; Mr. Regan; Mr. Salomon; Joe Rosenthal, librarian; Michael Levin, library patron; Peter Warfield, library patron; Mr. Kirwan; Mr. Gillespie; Glenda Goldwater, SFPL branch librarian (who opposed retaining the card catalogue); Lee Olivier, SFPL librarian (who opposed retaining the card catalogue); Ellen Egbert, library patron; Mr. Hale; Ms. Riley; Anton Balunsat, library patron; Ms. Boler

MOTION: Commissioner Steiman moved that the staff is directed to preserve the card catalogue and develop floor plans on how it might be configured in different locations of the New Main and open to public use. Study should include costs and loss of alternate uses. It will also examine approaches such as having information bound into books such as at the New York Public Library.

ACTION: Unanimously approved

Adoption of Resolution #2064:

MOTION: Commissioner Steiman moved to commend former librarian Dalisay Bocobo-Balunsat

ACTION: Unanimously approved

Public comment: Ms. Bocobo-Balunsat accepted the commendation.

LIBRARIANS' GUILD REPORT: None

NEW BUSINESS: None

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PUBLIC COMMENT: None further

CLOSED SESSION: President Coulter stated the matter of the evaluation of the Commission Secretary's performance would be taken up at the next meeting.

OPEN SESSION: See immediately above

ADJOURNMENT: Commissioner Llorente moved to adjourn the meeting at 11:40 p.m.

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

09/13/96
M. Culver

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SEP 23 1996
SAN FRANCISCO
PUBLIC LIBRARY

E L. BROWN, JR.

N A. COULTER
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A. STREETS
resident

RY AGNOS
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ES A. HIGUERAS, A.I.A.
ST H. LLORENTE
L STEIMAN
ISSIONERS

IETH E. DOWLIN
Librarian

GARET W. CULVER
ISSION Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
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SAN FRANCISCO, CALIFORNIA 94102

One millionth visitor and other media articles:

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Key challenges facing the Library:

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Speaking time limit:

Public comment: Mr. Gillespie; Mr. Regan; Charlotte Price, library patron; Mr. Hale; Mr. Salomon; Ms. Boler

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Kenneth E. Dowlin

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Public comment: David Gabler, SEIU Local 790; Rachel Ellis, library patron; Claire LeVaute, SFPL staff; Mr. Salomon

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

Adoption of Resolution #2063:

President Coulter asked to be recused from voting on this matter.

MOTION: Commissioner Llorente moved to recuse President Coulter from voting on this issue.

ACTION: Unanimously approved

(President Coulter handed the gavel to Vice President Streets, and did not vote on this issue.)

Public comment: Sybil Boutilier, SFPL staff; Mr. Hale; Ms. Gertler; Mr. Salomon; Ms. Caster; Ms. Boler; Mr. Gillespie; Ms. Riley; Toni Bernardi, SFPL Acting Chief of Branches; Mr. Hale; Ms. Gertler

MOTION: Vice President Streets moved to authorize the San Francisco Public Library to apply for $100,200 to be awarded by the Mayor's Office of Community Development Block Grant Program for Community Facilities; to provide neighborhood access to telecommunications, multimedia and Internet access in branch libraries; waiving indirect costs.

ACTION: Unanimously approved

Vice President Streets returned the gavel to President Coulter.

PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

Card catalogue:

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Roberto Esteves, Acting Chief of the Main, presented a memorandum written by himself, and other SFPL employees, to the Commission dated September 3, 1996, subject: "The 1991 San Francisco Public Library Card Catalog" (on file in Commission office).

Public comment: The following supported retention of the old card catalogue: Dalisay Bocobo-Balunsat, retired SFPL librarian; Ms. Riley; Mr. Regan; Mr. Salomon; Joe Rosenthal, librarian; Michael Levin, library patron; Peter Warfield, library patron; Mr. Kirwan; Mr. Gillespie; Ellen Egbert, library patron; Mr. Hale; Ms. Riley; Anton Balunsat, library patron; and Ms. Boler.

The following opposed retention of the old card catalogue: Glenda Goldwater, SFPL Librarian; and Lee Olivier, SFPL librarian.

MOTION: Commissioner Steiman moved that the staff is directed to preserve the card catalogue and develop floor plans on how it might be configured in different locations of the New Main and open to public use. Study should include costs and loss of alternate uses. It will also examine approaches such as having information bound into books such as at the New York Public Library.

ACTION: Unanimously approved

Adoption of Resolution #2064:

MOTION: Commissioner Steiman moved to commend former librarian Dalisay Bocobo-Balunsat

ACTION: Unanimously approved

Public comment: Ms. Bocobo-Balunsat accepted the commendation.

LIBRARIANS' GUILD REPORT: None

NEW BUSINESS: None

PUBLIC COMMENT: None further

CLOSED SESSION: President Coulter stated the matter of the evaluation of the Commission Secretary's performance would be taken up at the next meeting.

OPEN SESSION: See immediately above

ADJOURNMENT: Commissioner Llorente moved to adjourn the meeting at 11:40 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

09/27/96
M. Culver

Incorporated into 9/3/96 minutes per motion at 11/5/96 meeting

E L. BROWN, JR.
N A. COULTER
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IETH E. DOWLIN
Librarian
ARET W. CULVER
.on Secretary

Planning and Policy Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, August 22, 1996

A regular meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission was held on Thursday, August 22, 1996, at the Main Library, Civic Center.

Call to order: 4:33 p.m.

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie K. Chin and Carol Steiman

Public comment: None

Public hearing on Commission position on card catalogue ("cc"):

Dalisay Bocobo-Balunsat, retired librarian, recommended retaining cc for use when online catalogue is unavailable.

Jim Kirwan, library activist, presented Walter Biller's handout illustrating measurements of cabinets.

Ed Regan, library patron, favored retaining cc, requested one for fiction and one for non-fiction and suggested removing rods from drawers.

Tillie Olsen, writer, favored retention and stated that finding information in the cc is possible but no so on the online catalogue and that some people feel shame asking for help with computers.

Marc Salomon, engineering student, stated capital expenses for maintenance over time had been disregarded and there was a need for future planning, reported a low number of books and shelf space, called the cc a needed research tool and asked if instructions are in multiple languages.

Sydney Rosen, Ph.D. and writer, stated that in 12 visits she had found only one book and that standard books in bibliography and one-year-old best sellers have been unavailable. She checked with ILL but received books from libraries outside San Francisco. She prefers the cc because she did not have a problem in the Old Main. Cc is valuable for getting ideas when working in a general subject area. Computer does not offer "serendipity." She asked what policy was on disposing of books.

Annette McNair, Main librarian, stated the public would appreciate the cc as an adjunct. She reported calling NYPL which had kept its cards up to date until 1972 and encouraged keeping cc at SFPL and Boston Public which had kept its cards in book form.

Nicholson Baker, writer, stated the cc art projects in the Main are not from the Main cc but came from the shelf list and branches. He demonstrated an analytic card and online printout of a book but stated it did not include what is in those books. He requested using the online and cc in conjunction with each other. He described the cc as an elaborately carved binding containing a unique manuscript.

Peter Warfield, library patron, suggested keeping cc because public wants it and feels more comfortable with it and the cost is minimal. He gave an example of research he had done from cc and online when not knowing how to spell category correctly and with a different call number the page could not find it. When using the call number from the cc he found it. He suggested using cc as back-up system in case of error and stated that thousands of books could only be found with the cc at present.

Jack Coll, retired 35-year librarian and cataloguer for five years, opposed cc as never having been terribly accurate, not having back-up capacity of online and that plans are underway to correct the online.

Susan McCarthy, writer, supported keeping cc even though other libraries have discarded theirs and suggested getting rid of old and replacing with new is not necessarily the best way to do things.

Djeete Boler, library patron, supported retaining cc as a necessary resource until listing of books being given away by Adopt-A-Book is assured.

Bill Hale, library patron, supported retention as a backup as some patrons are unable to access computers, and in case of power blackouts.

Melissa Riley, branch librarian, supported cc as an adjunct which can help with correct spelling, putting guide card in each drawer and that the master catalogue should be brought from Old Main for cataloging purposes.

Nancy Musser, Chief of Technical Services, stated that the official shelf list had been brought to the New Main and that non-fiction was correct on the shelf. The shelf list is in numerical arrangement and is needed for access because online is not in numerical order.

Yvonne Slater, San Francisco resident, expressed concern that the "public will is not often done" and referred to the motion of the Board of Supervisors to retain the cc.

Timothy Gillespie, Public Access Project, referred to $500,000 reported estimate to move cc was only $5,000 and that the reported estimate of 20,000 square feet to display cc was only 300-500 square feet.

Michael Ginsborg, law librarian, presented a handout (available in Commission office), thanked the Commission Secretary for her assistance and Mr. Dowlin for developing the online catalogue. He supported moving cc to New Main.

Tom Carey, SFPL librarian, supported retaining cc as a viable alternative.

Cathy Bremer, SFPL librarian, spported retention of cc and stated that though it does not function as inventory, it is accurate in representing what is in the library at any given moment.

Claire LaVaute, SFPL technician, supported retention to augment input records and reported a two-month backlog of books to be reshelved on the lower level.

Marcia Schneider, Chief of Branches, stated that the last copy guideline being used to discard books had last been updated in 1995-96 and that a committee of Main and branch librarians was working on an updated withdrawal policy.

Edward Hasbrouck, writer and library patron, criticized service for weekend patrons as having poor user flow, supported preserving cc until scanning of it could be done and that more patrons could use cc at one time than could be done with the online.

Andrea Grimes, SFPL History Room librarian, opposed Brooks Hall as a site for books and recommended placing cc in History Room.

Zoia Horn, librarian, opposed sending cc to Brooks Hall as it should be kept in close proximity to the online catalogue.

Kassim Visram, library patron, commented that when Brooks Hall was brought up the wording of the resolution included reflecting the will of the people which was to retain the cc in the New Main Library.

Ellen Egbert, Bernal Heights branch patron, suggested that the administration should have come to the meeting with availability and description of space and real costs.

MOTION: Commissioner Llorente moved: As a matter of policy, we recommend to the full Commission that the card catalogue and case be preserved for all of the reasons stated in public testimony in this session and that the card catalogue be moved from its present location to another location which is accessible to the public.

ACTION: Unanimously recommended

Commendation of former librarian:

MOTION: Commissioner Steiman moved to recommend to the full Commission commendation of former librarian Dalisay Bocobo-Balunsat for her work over the years in behalf of the Library.

ACTION: Unanimously recommended

New business: None

Adjournment: 8:10 p.m.

10/19/96
M. Culver

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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SEP 28 1996

SAN FRANCISCO
PUBLIC LIBRARY

L. BROWN, JR.
A. COULTER
A. STREETS
ESIDENT
Y AGNOS
E K. CHIN
S A. HIGUERAS, A.I.A.
T H. LLORENTE
. STEIMAN
SSIONERS
ETH E. DOWLIN
IBRARIAN
MA W. CULVER
SSION SECRETARY

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, October 1, 1996**

TIME: **5:30 PM**

PLACE: **Latino/Hispanic Community Meeting Room, Main Library, Civic Center**

AGENDA: **ACTION ITEM ?**

1. **CALL TO ORDER**

2. **MINUTES**

   Presentation of, discussion of and possible action to approve minutes of Commission meeting of September 3, 1996 — **YES**

3. **PRESIDENT'S REPORT**
   Commissioner Steven A. Coulter

   A. Monthly update on special events, exhibits & other special programs: Marcia Schneider, director of communications

   B. Discussion of possible spaces for old card catalogue in the Library and possible decision as to final placement for same: David Price, director of finance — **YES**

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

4. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin **ACTION ITEM ?**

A. **Adoption of Resolution #2065:** Discussion and possible action to authorize the City Librarian to apply for retroactively, accept and expend an amount not to exceed $80,000 of California State Library Funds for tutor/student support and outreach services of Project Read through June 1997; including indirect costs of 5% **YES**

B. **Adoption of Resolution #2066:** Discussion and possible action to authorize the City Librarian to apply for retroactively, accept and expend an amount not to exceed $30,000 of Literacy Program Transition funds administered by the California State Library from October 1, 1996 through September 30, 1997; including indirect costs of 5% **YES**

C. Overview and analysis of 1996-97 fiscal year budget including suggestions on how to reduce expenses by $2 million and possible decision as to which option to pursue: David Price **YES**

D. Update on reshelving issues: Kathy Page, Chief of the Main Library

5. FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
Vice President Fran A. Streets, Chair

No meeting held in September

6. PLANNING AND POLICY COMMITTEE REPORT

No meeting held in September

7. LIBRARIANS' GUILD REPORT

8. NEW BUSINESS

9. PUBLIC COMMENT*

ACTION ITEM ?

10. CLOSED SESSION

A. CONFERENCE WITH LEGAL COUNSEL

Existing litigation:
TRM Superior Tile v. CCSF and Architectural Forest Enterprises Inc. v. CCSF (pursuant to Government Code Section 54956.9(a))

B. CONFERENCE WITH LEGAL COUNSEL

Anticipated litigation:
One potential case with the Library (City and County of San Francisco) as plaintiff (pursuant to Government Code Section 54956.9(c))

Advisors from the Department of Public Works and the City Attorney's Office necessary to discuss the issues will attend.

C. Evaluation of Commission Secretary's performance (permitted under Government Code section 54957)

11. OPEN SESSION

Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session. **YES**

12. ADJOURNMENT

09/27/96
M. Culver

***THE LIBRARY COMMISSION RESPECTFULLY REQUESTS THAT EACH SPEAKER OR COMMENTER SUBMIT HIS/HER NAME AND A BRIEF SUMMARY OF HIS/HER POSITION OR CONCERN FOR THE PURPOSE OF HELPING US PREPARE ACCURATE AND THOROUGH MINUTES.**

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06/25/96 - M. Culver

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SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

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OCT 30 1996

SAN FRANCISCO
PUBLIC LIBRARY

WILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, October 1, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, October 1, 1996, at the Main Library, Civic Center.

Commission President Steven A. Coulter called the meeting to order at 5:40 p.m.

The following members were noted present: President Coulter; Commissioners Sherry Agnos, Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman. Vice President Fran A. Streets was excused.

MINUTES

Joe Rosenthal, retired librarian, asked that his testimony in the September 3, 1996, minutes be corrected to indicate that he had **opposed** retention of the card catalogue.

In answer to a request by Peter Warfield, library patron, Commissioner Llorente requested that the Planning and Policy Committee meeting report for August 22, 1996, meeting be augmented to note that 21 of 22 speakers had spoken in favor of retaining the card catalogue as a document/resource tool.

MOTION: Commissioner Agnos moved to approve the minutes as corrected.

ACTION: Unanimously approved

PRESIDENT'S REPORT

Monthly update on special events, exhibits and other special programs:

Marcia Schneider, Assistant to the City Librarian/Communications, reported on the SFPL Calendar of Scheduled Exhibitions for 1996-98. (Report available in Commission office) She also reported that on October 5 SFPL would be reported on by Charles Osgood on *CBS Sunday Morning*.

Old card catalogue ("cc")/possible decision as to placement for same:

City Librarian Kenneth E. Dowlin gave a video presentation with overlays depicting cc in various locations.

Peter Warfield, library patron, supported placing cc where the public can access it as easily as it can the online catalogue.

Chris Ortiz, library patron, supported placing cc in Brooks Hall.

Peter Wiley, private individual, supported placing cc in Brooks Hall and not use up space in the New Main.

Mary Louise Stong, former Library Commissioner, supported putting cc in a space with the least possible impact.

Deborah Doyle, volunteer/trainer, supported putting cc in Brooks Hall so as not to take up space for exhibits on sixth floor.

Ellen Huppert, Friends of the Library board, supported placing cc in Brooks Hall and using resources to improve online card catalogue.

Joe Rosenthal, former UCB librarian, described his successful experience with the online catalogue and supported moving cc to Brooks Hall.

David Tran, Tenderloin Youth Advocates and Friends Board, supported putting cc in Brooks Hall and offered youth volunteers to work with seniors to access online catalogue.

Jim Haas, chair of City Pride/Civic Center, referred to the *New Yorker* article on cc, suggested Supervisors' resolution did not comply with new Charter and supported placing cc in Brooks Hall.

Annette Milliron, director of North Bay Cooperative Library System, representing her membership supported moving cc to Brooks Hall and using resources to improve online catalogue.

Susan Harris, library director in North Bay and historian, characterized cc as no longer viable.

Kevin Keating, Mission resident, supported placing cc in Bank of America Job Center.

Ron Noyes, library patron, supported placing cc in Brooks Hall.

Ed Regan, library patron, supported placing cc on first floor and suggested seven cc's

were needed.

Jim Kirwan, library activist, supported retention of cc, asked if the Library has access to Brooks Hall and suggested the SMWM estimate of $11,830 was excessive in light of the financial difficiulties of the Library at present. President Coulter reported Brooks Hall is on loan to the Library and that the Library was facing a $2 million challenge. Mr. Kirwan stated that the video angles presented cc cabinets as larger than they are.

Lee Gertler, library patron, expressed concern about public accessibility to cc by appointment only if placed in Brooks Hall.

Eric Noble, MIS director and library patron, uses cc several times weekly and supported retention of cc until online is as adequate as Melville at UCB Library.

Gray Brechin, historian, expressed concern about lack of space in New Main and design flaws and supported placing cc in Brooks Hall.

Melissa Riley, branch librarian, supported access to cc for disabled patrons and retaining cc but opposed placing cc in Brooks Hall and listed other possible sites for cc.

Sydney, library staff, opposed placing cc in Brooks Hall.

Tom Carey, SFPL librarian, stated that minority and senior patrons cannot use computers, Brooks Hall is unacceptable for patron use and supported using gallery space in lower level for cc.

Yvonne Slade, stated that the Library of Congress had made a book of cards showing recognition of value, that books and learning are what a library is about and supported the Board of Supervisors resolution.

Letter from Brother Kelly Cullen, Tenderloin Neighborhood Development Corporation, supported putting cc in Brooks Hall.

Steve McLaughlin, SFPL Automation department, suggested placing cc in prominent space would lead patrons to believe cc is current, could result in pressure to update cc and supported the online catalogue.

Letter from Jim VanBuskirk, Gay and Lesbian Center librarian, opposed cc, suggested one small cabinet be placed in History Room, the remainder in offsite storage.

Christine Borgman, UCLA Library School, referred to an article in the *Los Angeles Times* re the SFPL cc.

In response to Commissioner Llorente's procedural concern, Deputy City Attorney Sandra

Schaefer responded that Brooks Hall would be put in notice of next meeting.

President Coulter noted that 13 speakers had opposed retaining cc in Main Library; 11 had spoken in favor.

MOTION: Commissioner Agnos moved to serve proper notice for the next meeting at which a vote will be taken as to whether to move the card catalogue to Brooks Hall and directed staff to research close and accessible alternative locations both outside and inside the Main Library.

ACTION: Commissioners Agnos, Coulter, Higueras and Steiman - Yes
Commissioners Chin and Llorente - No

Shannon, published author, volunteered to assist the staff in the move.

Mr. Dowlin stated he would contact the Department of Public Works regarding ADA and Fire Department requirements for various locations in the Main Library.

President Coulter encouraged all Commisioners to visit Brooks Hall.

President Coulter recessed the meeting at 8:14 p.m.

President Coulter called the meeting back into session at 8:27 p.m.

CITY LIBRARIAN'S REPORT

Adoption of Resolution #2065:

MOTION: Commissioner Chin moved to authorize the City Librarian to apply for retroactively, accept and expend an amount not to exceed $90,000 of California State Library Funds for tutor/student support and outreach services of Project Read through June 1997; including indirect costs of 5%.

ACTION: Unanimously adopted

Adoption of Resolution #2066:

MOTION: Commissioner Chin moved to authorize the City Librarian to apply for retroactively, accept and expend an amount not to exceed $30,000 of Literacy Program Transition funds administered by the California State Library from October 1, 1996, through September 30, 1997; including indirect costs of 5%.

ACTION: Unanimously adopted

Overview and analysis of 1996-97 fiscal year budget: (including suggestions on how to reduce expenses by $2 million and possible decision as to which option to pursue)

David Price, Assistant to the City Librarian/Finance & Administrative Support, presented his written report and recommended using Option A. (Available in Commission office)

David Gabler, SEIU Local 790, urged support of Option A, as Options B and C would cause closure of Library. He stated that complaints about service are because of insufficient staff, that there are 60 vacant positions at present. In 1995, there were 117 pages. There are 80 now. The cost of staff was a fixed amount in 1994. When 1150 hours were approved by the former Commission, costs were known and should have been planned for.

Lee Gertler, library patron, suggested distontinuing Library Express and putting that program's librarians to delivering services to the public.

Joshua, SFPL staff, stated an audit had not been done and that 10 middle management positions had been added.

Joan Goldman, Excelsior branch manager, stated Options B and C would not allow branches to stay open longer.

Anthony, SFPL page, stated level of service had fallen to what would have been considered sub-standard at the Old Main.

Mr. Hale stated that extra hours equated $700,000, that the administration had acquiesced and not opposed them.

Zoia Horn, library patron, suggested discontinuing Library Express and asked whether a six-month progress report had been made on it.

Steve, SFPL page, called the New Main a library of the future with no books, attrition is spreading poverty around, staff reduction should be from the top and more pages should be hired to provide services.

Update on reshelving issues:

Kathy Page, Chief of the Main Library, presented her written report (available in Commission office) and stated the shelving situation in the New Main is in serious condition.

Claire LaVaute, library technician, described the seriousness of the reshelving situation.

Francis McIlveen, SFPL page, informally introduced those in the audience who were

pages.

He read a statement including the information that: there were 117 pages at the Old Main, 80 at the New -- 30 of whom do clerical work; sixty thousand books on book trucks are unsorted and are unavailable on the online catalogue; the sorting room is poorly designed; and replacement workers at a lower wage should not be hired.

Peter Burn, newspaper reporter, stated the $1.9 million is 7% of the budget, pages are hard workers, there is a charter section to take salary cuts without affecting pension plans and that the 7% should be cut from the top.

Mr. Regan suggested a training program might be needed.

Thomas Tavis, Extension Services manager, reported the book trucks are not allowed in hallways because of fire regulations, pages are valuable employees whose morale has been lowered with the threat to their positions.

Unidentified patron suggested pages take job action.

Katy Carson, SFPL page, referred to the fill rate survey and stated service is low, shelves are out of order, computers are unreliable, youth workers shelved incorrectly and more pages should be hired.

Cynthia, former SFPL page, reminded that the youth workers are part of a training program who cannot replace pages and the program has an 18-year age maximum.

Melanie, fifth floor SFPL page, reiterated cost effectiveness of pages and stated they function as librarians wthout the compensation.

Mission branch page stated pages are considered last priority, branches count on pages who are first to be laid off and 20 branch pages are shelving at the New Main.

Peter Money, SFPL page, introduced his credentials and those of other pages and stated that 95% of pages are prevented from working more than 15 hours per week.

Ackerman Jones, SFPL staff, stated planning for past three years had been on the building, need at present for valuing pages and providing for desk coverage while pages are reshelving and the job description of shelver would replace pages.

Trish Harrington, documentary filmmaker and page, reported day-to-day lessening of service, frustrating both patrons and staff, and pages have earned respect.

Tom Carey, SFPL librarian, stated he was a page for seven years and knows their job, wants to cooperate but not shelve and contribute to the problem.

In response to an unidentified page who asked the funding source for hiring youth workers, Mr. Dowlin stated that outside non-profit agencies pay for them.

Raoul, former Mission branch page, stated upper management tends not to hear from patrons regarding daily complaints of not getting books online and unavailability of books.

Moslem, SFPL third floor page, expressed anger, frustration, disappointment and mentioned building needs.

Lila, third floor page, reported 20 patrons at a time in paging line on Saturdays, one half of the collection is in the stacks, in tracking items back they turn out to be on the floors, insufficient supervision for volunteers and youth workers and patrons consider compact stacks a disaster.

Joshua, SFPL page, opposed Options A, B and C. He stated management and Commission response to bring in shelvers will be opposed.

Sabrina, SFPL branch page, stated pages deserve respect because they care and that they have worked with youth program which is not a long-term solution.

Anthony McNair, former SFPL page, suggested in order to save money in the budget giving pages additional hours would be a good investment

Nick Valancusa, SFPL page, reported a three-month backlog in closed stacks.

Cindy, SFPL page, reiterated that pages should have a say as they are a valuable asset, job market means pages cannot gain better employment and pages should be appreciated.

Ellen Egbert, Bernal Heights branch patron, stated youth program workers could not come up to standard of Bernal pages who have developed a spirit of teamwork with patrons, staff and librarians.

Kassim Visram, library patron, suggested not considering pages transients.

Unidentified speaker suggested need to resort back to 20-40 division of labor force and need for pages.

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT
No report as no meeting was held in September.

PLANNING AND POLICY COMMITTEE REPORT
No report as no meeting was held in September.

LIBRARIANS' GUILD REPORT - None

NEW BUSINESS

Mr. Dowlin reported that the Main Library would be closing at 5:00 p.m. on October 31.

Mr. Hale mentioned the Library Foundation Events Management Agreement, obtained from the administration at the last minute, and that the MOU draft blocked the Management Facilities Agreement. He also pointed out the existence of two versions of the building program. He asked which version was given to architects and Commission.

Mr. Regan requested a floor-by-floor explanation of the New Main.

In response to Mr. Warfield's statement that the fill rate has been dropping since 1993, Commissioner Steiman stated action could not be taken on the fill rate survey which is dependent on the shelving crisis.

PUBLIC COMMENT - None

President Coulter recessed the meeting at 10:30 p.m.

CLOSED SESSION

President Coulter called the meeting into closed session at 10:38 p.m.

OPEN SESSION

President Coulter called the meeting into open session at 10:55 p.m.and stated that the Commission Secretary's performance evaluation would be taken up at the next meeting.

MOTION: Commissioner Steiman moved to disclose no information discussed in the closed session.

ACTION: Unanimously approved

President Coulter adjourned the meeting at 10:59 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

10/19/96
M. Culver

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SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

5/96

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N A. COULTER

A. STREETS
President

RY AGNOS
IE K. CHIN
ES A. HIGUERAS, A.I.A.
ST H. LLORENTE
DL STEIMAN
issioners

NETH E. DOWLIN
Librarian

GARET W. CULVER
ission Secretary

NOTICE OF MEETING

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, November 5, 1996**

TIME: **5:30 PM**

PLACE: **A. E. Waden-Bayview Branch Library, 5073 - 3rd St. @ Revere**

AGENDA:

ACTION ITEM?

1. **CALL TO ORDER**

2. **MINUTES**

   Presentation of, discussion of, and possible action to approve minutes of Commission meeting of October 1, 1996 — **YES**

3. **PRESIDENT'S REPORT**
   Commissioner Steven A. Coulter

   A. Welcome: Linda Brooks-Burton, branch librarian

   B. Monthly update on special events, exhibits & other special programs

   C. Discussion and possible action on final policy on retention of and access to the main Card Catalog from the old Main Library — **YES**

   D. Discussion and possible action on revision of Bylaws — **YES**

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4. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Discussion and possible action to approve or disapprove on the 1996-97 Budget Supplemental Request **YES**

B. Report on Status of:

1) Reshelving of materials
2) Reduction of Lines at checkout.

5. FINANCE COMMITTEE REPORT
Vice President Fran A. Streets, Chair

A. **Adoption of Resolution #2067:** Discussion and possible action authorizing the San Francisco Public Library to accept and expend $225,000 in cash and in-kind services to be awarded jointly by the American Library Association and Microsoft Corporation, as part of the libraries online program to provide neighborhood access to telecommunications, multimedia and the graphical internet in three branch libraries; waiving indirect costs **YES**

B. Report on the Library's first quarterly 1996-1997 expenditures

C. Report on long-range financial plan

6. PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

A. Discussion and possible action on protocol for naming branch libraries **YES**

B. Discussion and possible action on proposal honoring Joseph Balanesi at Parkside branch library **YES**

7. LIBRARIANS' GUILD REPORT

No Report Submitted

8. NEW BUSINESS

9. PUBLIC COMMENT*

10. CLOSED SESSION

Evaluation of Commission Secretary's performance
(permitted under Government Code section 54957)

11. OPEN SESSION

Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session **YES**

12. ADJOURNMENT

11/01/96
R. Scott [Telephone: 557-4236]

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06/25/96 - M. Culver

SAN FRANCISCO PUBLIC LIBRARY
COMMISSION BYLAWS (Proposed)

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ARTICLE I - Identification

Section 1: Name

The San Francisco Library Commission.

Section 2: Office

The San Francisco Public Library system is comprised of the Main located in the Civic Center, San Francisco, CA 94102 and branch libraries located throughout the City and County of San Francisco.

Section 3: Compliance with applicable laws

The Commission shall comply with all applicable laws, including but not limited to the San Francisco Charter, the Ralph M. Brown Act, the Public Records Act, San Francisco's Sunshine Ordinance and the Political Reform Act of 1974.

ARTICLE II - Mission Statement

The San Francisco Public Library system is dedicated to free and equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

ARTICLE III - Library Commission

Section 1: Number

The Library Commission is part of the executive branch of the government of the City and County of San Francisco. Seven Library Commissioners are appointed by and serve at the pleasure of the Mayor.

Section 2: Term of Appointment

Commissioners serve staggered terms of four years. In some instances, members are appointed to serve out the remainder of an unexpired term.

Section 3: Compensation

Commissioners shall serve without compensation.

Section 4: Oath of Public Office

Swearing to the Oath of Public Office constitutes the Commissioner's sworn responsibility to the public trust.

Section 5: Function

The Library Commission formulates, evaluates and approves goals, objectives, plans and programs and sets policies for the Library consistent with the overall objectives of the City and County; develops and keeps current an Annual Statement of Purpose outlining its areas of jurisdiction, authorities, purpose and goals; approves (after public hearing) Library budgets or any budget modifications or fund transfers requiring the approval of the Board of Supervisors; recommends to the Mayor rates, fees and similar charges with respect to Library items; nominates qualified applicants for the position of City Librarian for appointment by the Mayor; monitors the performance of the City Librarian who serves at the pleasure of the Commission; investigates any aspect of governmental operations within the Library; exercises other powers and duties prescribed by the Board of Supervisors; and appoints an executive secretary who serves at the pleasure of the Commission to manage the affairs and operations of the Commission.

The Commission shall evaluate the performance of the City Librarian and the Secretary to the Library Commission at least once a year.

Section 6: Excused Absences

Prior notification of absence from Commission and Committee meetings constitutes an excused absence. If a Commissioner misses more than four regularly scheduled, consecutive Library Commission and/or Committee meetings, whether the absence is excused for any reason other than illness or is unexcused, the Commission President shall notify the Commission and the Mayor of the Commissioner's lack of attendance.

ARTICLE IV - Officers

Section 1: Officers

The Officers of the Commission are a President and a Vice-president. The President and Vice-president shall serve at the pleasure of the Commission.

Section 2: Term of office

The term of each office is one year.

Section 3: General Duties and Responsibilities

The President shall preside at all meetings of the Commission and is an ex-officio non-voting member of all standing committees except the Nominating Committee. The Commission Secretary working with the President and the City Librarian prepares the agenda for all meetings. The President serves as ex-officio member of other department/agency committees as requested.

In the absence of the President, the vice-president shall act. The vice-president shall perform such duties of the President as may be delegated by the President.

ARTICLE V - Commission Staff

Section 1: City Librarian

The City Librarian shall have the duties and powers which are set forth in the Charter and Ordinances of the City and County of San Francisco. As the Executive Director of the department, the City Librarian or a designee shall attend all meetings of the Commission and is also required to report to the Commission on all matters which concern the operation of the department and which may call for its attention.

The Commission shall deal with administrative matters solely through the City Librarian or his or her designees, and any dictation, suggestion or interference herein prohibited on the part of any member of the Commission shall constitute official misconduct; provided, however, that nothing herein contained

shall restrict the Commission's powers of hearing and inquiry as provided in the Charter.

Section 2: Commission Secretary

The Secretary or designee shall attend all meetings of the Commission and its committees and is responsible for the proper recording and distribution of all Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate.

The Secretary shall also serve as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of this document, or other regulations which may apply to how the Commission conducts business.

ARTICLE VI - Committees

Section 1: Committee Chairs

The President shall appoint Commissioners to serve as Committee Chairs for a period of one year. These chairs shall serve at the pleasure of the President.

Section 2: Committee Meetings

Committees shall meet at regularly scheduled times and places or at additional meetings deemed necessary by a majority of the Committee membership or the Chair. All Committee meetings will be conducted in the same manner as regular Commission meetings.

Section 3: Committee Quorum

A majority of the members of a committee is a quorum. A committee may act through the majority of the quorum.

Section 4: Standing Committees

The Commission has two standing committees: Finance, Operations and Building and Planning and Policy. Each committee shall have three Commissioners.

Section 5: Finance, Operations and Building Committee

Oversight responsibilities for the budget; financial planning and process; evaluating fines and fees; making recommendations to the Commission for the financial well-being of the Library programs; other operational issues appropriate to the well-being of the Library system; and general oversight for construction, maintenance, safety and renovation projects for Library facilities.

Section 6: Planning and Policy Committee

This committee reviews general policy, goals and objectives for the library and provides a public forum for the consideration of policies affecting the public; reviews strategic plans for the long term development of the institution which includes the five-year plan; review strategic goals including the Collection Development, Intellectual Freedom and Access to Information and the use of the Library facilities by the public.

Section 7: Nominating Committee

The function of the Committee is to submit nominations for the ensuing year's President and Vice President. Each commissioner must state publicly at the December meeting of the Commission his/her willingness to run for office. From those commissioners who stated they would not run for office, the President shall choose three commissioners to constitute the Nominating Committee. The Nominating Committee members shall each file written notice with the Commission Secretary not less than ten days before the Nominating Committee meets of their decision not to run for office.

In a public meeting, the Nominating Committee shall decide who will be its nominees. The Nominating Committee shall present its recommendations at the January meeting. Additional nominations will be accepted from the Commission and/or the floor during the January meeting.

If an officer leaves the Commission before the end of his/her term, the remaining officer will convene a meeting of the Nominating Committee which will present its recommendations at the regular Commission meeting following the Nominating Committee's meeting. Additional nominations will be accepted from the Commission and/or the floor during the meeting in which the recommendations are made.

Section 8: Ad-Hoc Committee

The Commission at its discretion may establish an Ad-Hoc Committee to address issues outside the purview of the standing committees.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full Commission, the presence of a majority of the members shall constitute a quorum for all purposes. The affirmative vote of a majority of the members (i.e., four votes) shall be required for the approval of any matter.

Section 2: Public Input

The Commission shall hold meetings open to the public and encourage the participation of interested persons. Each person wishing to speak on an item before the Commission shall be permitted to be heard once for up to three minutes. Each agenda for regular meetings shall provide an opportunity for members of the public to directly address the Commission on items of interest to the public that are within the Commission's jurisdiction. The Public Comment opportunity shall appear on the agenda after "New Business"; except, at the presiding officer's discretion, Public Comment can be heard earlier in the agenda when a member of the public wants to speak but is unable to attend the entire meeting.

When it appears that an item may illicit considerable public comment, the presiding officer may, at his sole discretion, ask those to desire to speak to sign up on a sheet, provided by the

Commission Secretary. Speakers will be called for comment in the order in which they signed the sheet. Members of the public, who do not elect to sign or do not wish to give their name, may give comment after those who did sign have had an opportunity to comment.

Except for the actions taken at lawful closed sessions, any action taken at other than a public meeting shall be void. Closed sessions may be held in accordance with applicable state statues and ordinances of the Board of Supervisors.

Section 3: Meeting Minutes

Minutes shall be taken at every Committee and Commission meeting. The minutes shall state, at minimum, the time the meeting was called to order; the names of the members attending the meeting, the roll call vote on each matter considered at the meeting, the time the Commission began and ended any closed session, a list of those members of the public who spoke on each matter (if the speakers identified themselves), whether such speakers supported or opposed the matter and the time the meeting was adjourned. In most cases, the minutes will state the positions of each speaker and a brief statement of the content of each presentation and of any resulting questions or discussion by the Commission. The presiding officer, at his/her sole discretion, can instruct the Secretary to prepare minutes that only reflect the items referenced above whenever Commission meetings are abnormally long or the minutes will be abnormally complicated.

Section 4: Regular Meetings

Regular meetings of the Library Commission shall be held on the first Tuesday of each month in the Main Library in the Latino-Hispanic Community Meeting Room. The Regular Meeting and/or Special Meetings may be held at other locations or at other times subject to the provision of appropriate notice.

Section 5: Closed Sessions

The Commission is authorized to hold closed (non-public) meetings for limited purposes, such as the discussion of: matters posing a threat to the security of Library buildings or a threat to the public's right of access to Library buildings or services; consideration of the appointment, employment, evaluation of

performance or dismissal of department head or Commission secretary or pending litigation. Upon consultation with the City Attorney, and determination that a closed session is both authorized and appropriate under the circumstances, the President of the Commission may call a closed session.

Section 6: Special Meetings

The President of the Commission may call special meetings to address specific matters.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the President, the City Librarian and the Commission Secretary. The Commission Secretary shall work with the Commission President and Committee Chairs to develop the agenda. The agenda shall consist of items requested by the President, the City Librarian or the Commission.

ARTICLE IX - Voting

Section 1: Voting and Abstention

Each member present at a Commission or committee meeting shall vote "yes" or "no" when a question is put, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict of interest which legally precludes participation in the vote. Whether a Commissioner has a conflict of interest which precludes participation in a vote is determined on a case by case basis, in consultation with the City Attorney.

Section 2: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedures

At the discretion of the Commission President or the Committee Chair, except where the Charter or other rules provide required procedure, meetings shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE XI - Bylaws Amendments

These bylaws may be amended at any meeting of the Library Commission by a majority vote of those present, provided such proposed amendment is circulated in writing at least ten (10) days prior to such meeting.

APPROVED AS TO FORM:

LOUISE H. RENNE
CITY ATTORNEY

by_____
Sandra K. Schaefer
Deputy City Attorney

Amended 04/02/96
Correction 08/06/96
Amended xx/xx/xx

DOCUMENTS DEPT.

OCT 3 0 1996

SAN FRANCISCO
PUBLIC LIBRARY

RESOLUTION # 2067

[GRANT APPLICATION]

AUTHORIZING THE SAN FRANCISCO PUBLIC LIBRARY TO ACCEPT AND EXPEND $225,000 IN CASH AND IN-KIND SERVICES TO BE AWARDED JOINTLY BY THE AMERICAN LIBRARY ASSOCIATION AND MICROSOFT CORPORATION, AS PART OF THE LIBRARIES ONLINE PROGRAM, TO PROVIDE NEIGHBORHOOD ACCESS TO TELECOMMUNICATIONS, MULTIMEDIA AND THE GRAPHICAL INTERNET IN THREE BRANCH LIBRARIES: WAIVING INDIRECT COSTS.

WHEREAS, The San Francisco Public Library has developed a rich collection of online resources, databases and multimedia materials for children, youth and adults for independent learning, and

WHEREAS, many of these materials utilize high bandwidth telecommunication technology for access which is only currently available in the main library, and

WHEREAS, The San Francisco Public Library seeks to provide free and equal access to these new collections in neighborhood resource branch libraries as well as in the main library and to provide patrons with opportunities to develop computer literacy, while maintaining the societal roles the library has traditionally filled, and

WHEREAS, There have been many requests from library patrons and librarians to provide access to materials from the Children's Electronic Discovery Center, Multimedia Collection and graphical Internet in the branches, and

WHEREAS, It is necessary to install T-1 high bandwidth Internet lines in the resource branches in order to provide access to graphical and multimedia materials , and

WHEREAS, Internal rewiring will also be necessary in some of the resource branches to accommodate electronic materials , and

WHEREAS, Training for librarians and the public will be necessary to support these new services in the neighborhood branches , and

WHEREAS, The San Francisco Public Library has a goal of providing free and equal access to knowledge tools throughout the library system, now therefore be it

RESOLVED, That the San Francisco Public Library is authorized to accept and expend grant funds and in-kind services valued at $225,000 to be awarded by the American Library Association and Microsoft Corporation to enable the installation of T1 telecommunication lines and internal rewiring to accommodate Telecommunications, Multimedia and Internet based independent learning resources to be made available to library patrons of all ages in three resource branch neighborhood libraries, and to provide support services, and that indirect costs be waived.

DOCUMENTS DEPT.

OCT 3 0 1996

SAN FRANCISCO
PUBLIC LIBRARY

Resolution # 2068

RESOLUTION
OF THE
SAN FRANCISCO PUBLIC LIBRARY COMMISSION

WHEREAS, the voters of San Francisco have passed Proposition E in favor of keeping their public libraries open for extended hours, and providing more library materials for public use; and

WHEREAS, the Library Commission held public hearings, and made policies which planned to implement the conditions of Proposition E; and

WHEREAS, the funds from Proposition E-Library Preservation Fund were budgeted for 1996-97 based upon the responsibility to provide services, materials, and operation of facilities provided by the Library Department; and

WHEREAS, the Library Commission of the San Francisco Public Library determines that it is appropriate to implement the City Librarian's request for a 1996-97 budget supplemental to the Library Preservation Fund in the following area and amount:

To cover 1996-97 personnel and mandated fringe benefits expenses
$_____

THEREFORE, BE IT RESOLVED, that a request for supplemental appropriation from available funds from the 1996-97 budget be forwarded to the Mayor and the Board of Supervisors; and

BE IT FURTHER RESOLVED, that the City Librarian be authorized to negotiate with the City Controller for the exact placement of these funds into appropriate sub-accounts.

SO ORDER, this 5th day of November, 1996, by a majority vote of the Library Commission.

By: By:

_____ _____

Steve Coulter
President, Library Commission

Margaret Culver
Secretary, Library Commission

DOCUMENTS DEPT.
NOV 01 1996
SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY

ACCESS, DISCOVER, EMPOWER

NOTICE OF MEETING

AGENDA AMENDED 11/1/96

L. BROWN, JR.
A. COULTER
nt
A. STREETS
esident
Y AGNOS
E K. CHIN
S A. HIGUERAS, A.I.A.
T H. LLORENTE
L STEIMAN
ssioners
ETH E. DOWLIN
ibrarian
ARET W. CULVER
ssion Secretary

The San Francisco Public Library Commission will hold a regular meeting as follows:

DATE: **Tuesday, November 5, 1996**

TIME: **5:30 PM**

PLACE: **A. E. Waden-Bayview Branch Library, 5073 - 3rd St. @ Revere**

AGENDA:

ACTION ITEM?

1. CALL TO ORDER

2. MINUTES

Presentation of, discussion of, and possible action to approve minutes of Commission meeting of October 1, 1996 — **YES**

3. PRESIDENT'S REPORT
Commissioner Steven A. Coulter

A. Welcome: Linda Brooks-Burton, branch librarian

B. Monthly update on special events, exhibits & other special program

C. Discussion and possible action on final policy on retention of and access to the main Card Catalog from the old Main Library — **YES**

D. Discussion and possible action on revision of Bylaws — **YES**

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

4. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Report on Status of:

1) Shelving
2) Status of books in order on shelves
3) Lines at checkout

5. FINANCE COMMITTEE REPORT
Vice President Fran A. Streets, Chair

A. **Adoption of Resolution #2057:** Discussion and possible action authorizing the San Francisco Public Library to accept and expend $225,000 in cash and in-kind services to be awarded jointly by the American Library Association and Microsoft Corporation, as part of the libraries online program to provide neighborhood access to telecommunications, multimedia and the graphical internet in three branch libraries; waiving indirect costs **YES**

B. Report on the Library's first quarterly 1996-1997 expenditures

C. Report on long-range financial plan

6. PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

A. Discussion and possible action on protocol for naming branch libraries **YES**

B. Discussion and possible action on proposal honoring Joseph Balanesi at Parkside branch library **YES**

7. LIBRARIANS' GUILD REPORT

No Report Submitted

8. NEW BUSINESS

9. PUBLIC COMMENT*

10. CLOSED SESSION

Evaluation of Commission Secretary Margaret Culver's performance (permitted under Government Code section 54957)

11. OPEN SESSION

Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session **YES**

12. ADJOURNMENT

11/01/96
R. Scott [Telephone: 557-4236]

***THE LIBRARY COMMISSION RESPECTFULLY REQUESTS THAT EACH SPEAKER OR COMMENTER SUBMIT HIS/HER NAME AND A BRIEF SUMMARY OF HIS/HER POSITION OR CONCERN FOR THE PURPOSE OF HELPING US PREPARE ACCURATE AND THOROUGH MINUTES.**

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

<u>Know Your Rights Under The Sunshine Ordinance</u>

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

CITY AND COUNTY OF SAN FRANCISCO

LOUISE H. RENNE
City Attorney

OFFICE OF THE CITY ATTORNEY

SANDRA K. SCHAEFER
Deputy City Attorney
DIRECT DIAL: (415) 554-4259

NOVEMBER 1, 1996

11/5/96 AGENDA ITEM #3-D

TO: ROSIE SCOTT

FROM: SANDY SCHAEFER

RE: PROPOSED BYLAWS - CORRECTION

The following paragraph was inadvertently omitted from the draft I submitted for the Commission meeting. Please prepare a copy of this memo for distribution at the meeting to members and the public. [If the agenda has not yet gone out, please add it to the packet.]

This paragraph should be added to Article IV, Section 3 of the Proposed Bylaws between paragraphs one and two:

> "At the end of the fiscal year the President along with the City Librarian shall submit a written annual report to the members summarizing the activities and accomplishments of the Commission during the term of office and file such report with the Mayor and the Clerk of the Board of Supervisors."

FOX, 1390 MARKET STREET, FIFTH FLOOR, SAN FRANCISCO, CALIFORNIA 94102-5402
RECEPTION: (415) 554-3800 • FACSIMILE: (415) 554-4248

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

MEMORANDUM

TO: Kenneth E. Dowlin
City Librarian

THRU: Kathy Page
Chief of Main

FROM: Faun McInnis
6th Floor Manager

SUBJ: Attached Draft Guidelines for Use of Main Library Card Catalog

DATE: October 31, 1996

Per your request, attached is the draft Guidelines for the preservation of the Card Catalog and its accessibility to the public.

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102

DRAFT

GUIDELINES FOR USE OF MAIN LIBRARY CARD CATALOG

1. The San Francisco History/Book Arts and Special Collections staff will fill patron requests for author, title and subject bibliographic information from the Old Main Library card catalog within a 24 hour - 72 hour turnaround time.

2. Requests submitted Tuesday - Friday will be ready for the patron the following day after 12 noon.

3. Requests submitted Saturday and Sunday will be ready for the patron on Tuesday after 12 noon. (The department is closed Mondays.)

4. Patrons can submit up to 5 author/title requests and up to 2 subject requests per day. Catalog card trays will be brought to the department for subject requests. A request to know all the materials listed by one author is considered a subject request. For individual title requests, staff will check to see whether or not the item is listed, and give patron pertinent bibliographic information on that title. Requests may be submitted in person, by phone, by fax or by letter.

5. Patrons who wish to review subject card trays must come into the library after 12pm the following day if the request is submitted Tuesday through Friday, and after 12pm the following Tuesday if the request is submitted Saturday or Sunday. The department is closed on Monday.

6. Card files and information on individual titles will be held in the department for 3 days from the day the request is filled.

7. Special permission to enter Brooks Hall and use the card drawers for extensive research should be submitted in writing and will be reviewed on a case-by-case basis by the Chief of the Main Library.

Please remember that the card catalog has not been added to or corrected since 1991 and is not an accurate reflection of the Main Library's holdings.

CARD CATALOG REQUEST: DRAFT

Subject: (Maximum 2 per day)

1. _____

2. _____

Title: (Maximum 5 per day)

1. _____

2. _____

3. _____

4. _____

5. _____

Patron's Name:_____

Date:_____

11-1-96 AGENDA ITEM #5-B

S F P L
Memorandum

San Francisco Public Library

Date: October 11, 1996

To: David Price, Assistant to City Librarian
for Admin/Support Svcs.

From: Mary Downey
Finance Director

Subject: Quarterly Expenditure Report

Attached is the quarterly expenditure report for the period of July 1, 1996 through September 30, 1996. This report is a summary of expenditures for all four divisions (Main Library, Branch Libraries, Technical Services, and Management/Support Svcs.) and Children's Baseline (Prop J).

San Francisco Public Library

QUARTERLY REPORT (7/1/96-9/30/96)

Fiscal Year 1996-97

Expenditure Report Detail*

*Includes Encumbrances

Percent of Year Elapsed: 25.00%

Percent of Payrolls Expended: 18.61%

Ch	Obj	Subobj	Description	General Fund				Library Preservation Fund				Children's Fund (Prop J)			
				FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended	FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended	FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended
001			**Salaries**												
	001		**Permanent Salaries-Misc**												
		00101	Misc-Regular	10,162,223	1,444,272	8,717,951	14.21%	5,714,553	735,217	4,979,336	12.87%	2,305,148	362,878	2,142,270	14.49%
		00102	Misc-Sick Pay		87,409	(87,409			25,519	(25,519		0	13,089	(13,089	
		00104	Misc-Vacation		125,760	(125,760			41,930	(41,930		0	40,814	(40,814	
		00105	Misc-Other Timeoff		135,192	(135,192			58,236	(58,236		0	32,476	(32,476	
		00106	Misc-Ret Payoff-SP & V		6,175	(6,175			2,439	(2,439		0	1,666	(1,666	
			Subtotal Permanent Salaries-Misc	10,162,223	1,798,808	8,363,415	17.70%	5,714,553	863,341	4,851,212	15.11%	2,505,148	450,923	2,054,225	18.00%
	005		**Temp Salaries-Misc**												
		00501	Temp-Regular-Misc	296,446	196,339	100,107	66.23%	1,596,754	863,666	733,088	54.09%	113,104	31,795	81,309	28.11%
		00502	Temp-Sick Pay-Misc		9,393	(9,393			32,967	(32,967			1,328	(1,328	
		00504	Temp-Vacation-Misc		9,987	(9,987			43,807	(43,807			308	(308	
		00505	Temp-Other Timeoff-Misc		12,462	(12,462			45,637	(45,637			1,292	(1,292	
		00506	Temp-Ret Payoff-SP & V		1,522	(1,522			3,870	(3,870					
			Subtotal Temp Salaries-Misc	296,446	229,703	66,743	77.49%	1,596,754	989,947	606,807	62.00%	113,104	34,723	78,381	30.70%
	009		**Premium Pay**												
		00901	Premium Pay-Misc	337,656	37,918	299,738	11.23%	0	31,752	(31,752			10,378	(10,378	
	010		**Retroactive Salaries**												
		01001	Retroactive Salaries-Misc.												
	011		**Overtime**												
		01101	Overtime-Misc	14,000	12,694	1,306	90.67%	15,769	6,539	9,230	41.47%		568	(568	
		01105	Overtime-Temporary		136	(136			2,138	(2,138					
	012		**Holiday Pay**												
		01201	Holiday Pay	2,097	0	2,097	0.00%								
			Total Salaries	10,812,422	2,079,259	8,733,163	19.23%	7,327,076	1,893,717	5,433,359	25.85%	2,618,252	496,592	2,121,660	18.97%
013			**Mandatory Fringe Benefits**												
	013		**Retirement**												
		01301	Retire City Misc.	188,107	35,683	152,424	18.97%	104,517	26,225	78,292	25.09%	44,945	8,813	36,132	19.61%
		01371	Retirement Pick Up	764,725	120,943	643,782	15.82%	412,291	93,020	319,271	22.56%	186,243	31,537	154,706	16.93%
	014		**Social Security**												
		01401	Social Security	663,663	126,910	536,753	19.12%	454,045	116,509	337,536	25.66%	162,278	30,639	131,639	18.88%
		01402	Social Security - Medicare	156,726	29,903	126,823	19.08%	106,196	27,346	78,850	25.75%	37,958	7,166	30,792	18.88%
	015		**Health Service**												
		01501	Health Service-City Match	484,550	90,792	393,758	18.74%	292,064	84,086	207,978	28.79%	115,741	22,302	93,439	19.27%
		01521	Health Service-Cash Option Pay		646	(646			646	(646					
		01541	Health Service-Dependent												
		01571	Health Pickup-Miscellaneous	330,214	38,492	291,722	11.66%	202,024	27,257	174,767	13.49%	77,981	8,261	69,720	10.59%
	016		**Dental Coverage**												
		01601	Dental Coverage	213,936	39,831	174,105	18.62%	128,950	37,626	91,324	29.18%	51,101	10,185	40,916	19.93%
	017		**Unemployment Insurance**												
		01701	Unemployment Insurance	18,375	3,606	14,769	19.62%	12,451	3,293	9,158	26.45%	4,450	860	3,590	19.33%
			Total Mandatory Fringe Benefits	2,820,296	486,806	2,333,490	17.26%	1,712,538	416,008	1,296,530	24.29%	680,698	119,763	560,935	17.59%
			Total Salaries/Fringe Benefits	13,632,718	2,566,065	11,066,653	18.82%	9,039,614	2,309,725	6,729,889	25.55%	3,298,950	616,355	2,682,595	18.68%

San Francisco Public Library

QUARTERLY REPORT (7/1/96-9/30/96)

Fiscal Year 1996-97

Expenditure Report Detail*

*Includes Encumbrances

Percent of Year Elapsed: 25.00%

Percent of Payrolls Expended: 18.61%

Ch	Obj	Subobj	Description	General Fund				Library Preservation Fund				Children's Fund (Prop J)			
				FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended	FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended	FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended
021			**Non Personal Services**												
	021		**Travel**												
		02100	Travel-Budget					8,000	0	8,000	0.00%				
		02101	Travel												
	022		**Training**												
		02200	Training-Budget												
		02201	Training					60,412	24,000	36,412	39.73%				
	023		**Employee Field Expenses**												
		02300	Employee Field Expenses-Budget												
		02301	Auto Mileage	6,500	0	6,500	0.00%								
	024		**Membership Fees**												
		02401	Membership Fees	2,600	10,150	(7,550)	390.38%	75,000	2,000	73,000	2.67%				
	025		**Entertainment and Promotion**												
		02521	Exhibitions	25,000		25,000	0.00%								
	027		**Professional/Specialized Svcs**												
		02700	Professional/Specialized Svcs-Budget	100,000	0	100,000	0.00%	150,000	0	150,000	0.00%				
		02799	Other Professional Services	7,000	3,000	4,000	42.86%	10,004	2,004	8,000	20.03%				
	028		**Maint. Svcs.-Bldgs/Structures**												
		02800	Maint Svcs-Bldgs & Impvts-Budget												
		02801	Scavenger Services					50,086	86	50,000	0.17%				
		02802	Janitorial Services					53,814	5,814	48,000	10.80%				
		02803	Pest Control	5,000	2,500	2,500	50.00%	110	110	0	100.00%				
		02899	Other Building Maint Svcs	19,500	1,970	17,530	10.10%	5,580	580	5,000	10.39%				
	029		**Maint. Svcs.-Equipment**												
		02900	Maint Svcs-Equipment-Budget	2,500		2,500	0.00%								
		02911	DP/WP Equipment Maint	100,666		100,666	0.00%	38,316		38,316	0.00%	42,323	0	42,323	0.00%
		02931	Office Equipment Maintenance	9,000	210	8,790	2.33%	850		850	0.00%				
		02999	Other Equipment Maintenance	60,759		60,759	0.00%	11,875	5,653	6,222	47.60%				
	031		**Rents & Leases-Equipment**												
		03011	Rents/leases-Bldgs & Structures-Budget	129,032	47,843	81,189	37.08%	17,215	17,215	0	100.00%				
		03131	Office Machine Rental	25,600		25,600	0.00%	18,000	0	18,000	0.00%				
		03199	Other Equipment Rentals	5,000		5,000	0.00%	12,014	8,414	3,600	70.03%				
			Utilities												
		3221	Sewer Service	0	6,086	(6,086)									
	035		**Other Current Expenses**												
		03500	Other Current Expenses-Budget												
		03511	Cleaning/Laundry	3,000		3,000	0.00%	4,818	95	4,723	1.97%				
		03531	Graphics					7,000	0	7,000	0.00%				
		03561	Postage	45,174	29,775	15,399	65.91%	40,594	594	40,000	1.46%				
		03571	Subscriptions									15,673	0	15,673	0.00%
		03581	Official Advertising					1,000	0	1,000	0.00%				
		03599	Other Current Expenses	115,538	8,670	106,868	7.50%	296,220	111,220	185,000	37.55%	15,150	0	15,150	0.00%
			Total Non Personal Services	661,869	110,204	551,665	16.65%	860,908	177,785	683,123	20.65%	73,146	0	73,146	0.00%

San Francisco Public Library

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Ch	Obj	Subobj	Description	General Fund				Library Preservation Fund				Children's Fund (Prop J)			
				FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended	FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended	FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended
040			**Materials & Supplies**												
	040		**Materials & Supplies Budget**												
		04000	Materials & Supplies-Budget	25,000	0	25,000	0.00%	5,000	0	5,000	0.00%				
	042		**Building & Construction Supplies**												
		04211	Electrical	5,394	5,432	(38	100.70%	7,545	1,008	6,537	13.36%				
		04221	Hardware	5,000	0	5,000	0.00%								
		04231	Lighting	40,000	2,000	38,000	5.00%								
		04241	Lumber	7,539	789	6,750	10.47%	5,933	1,933	4,000	32.58%				
		04251	Painter Supplies	2,000	0	2,000	0.00%	5,000	0	5,000	0.00%				
		04281	Small Tools and Instruments	2,500	0	2,500	0.00%	5,000	0	5,000	0.00%				
		04298	Other Construction Materials	4,000	2,000	2,000	50.00%	5,000	0	5,000	0.00%				
		04299	Other Building Supplies	20,201	15,188	5,013	75.18%	38,419	10,414	28,005	27.11%	29	26	3	89.66%
	043		**Equipment Maintenance Supplies**												
		04399	Other Equipment Maint Supplies	512	0	512	0.00%	31,008	0	31,008	0.00%	5,940	4,527	1,413	76.21%
	044		**Hospital, Clinics, & Lab. Supplies**												
		04499	Other Hosp , Clinics & Lab Supplies	13,002	3,295	9,707	25.34%	3,934	3,514	420	89.32%				
	045		**Safety**												
		04531	Uniforms	11,298	0	11,298	0.00%	3,142	3,142	0	100.00%				
	047		**Fuels and Lubricants**												
		04799	Fuels and Lubricants	3,000	0	3,000	0.00%								
	049		**Other Materials & Supplies**												
		04921	Data Processing Supplies	36,514	9,438	27,076	25.85%	42,000	3,000	39,000	7.14%	9,702	3,276	6,426	33.77%
		04931	Forms	5,000	0	5,000	0.00%	7,150	7,150	0	100.00%				
		04951	Other Office Supplies	17,797	10,625	7,172	59.70%	10,500	442	10,058	4.21%	7,202	3,325	3,877	46.17%
		04971	Books-Library Only	450,000	0	450,000	0.00%	2,950,000	0	2,950,000	0.00%	189,540	0	189,540	0.00%
		04999	Other Materials & Supplies	77,390	5,371	72,019	6.94%	83,141	13,141	70,000	15.81%	6,771	0	6,771	0.00%
			Total Materials & Supplies	726,147	54,138	672,009	7.46%	3,202,772	43,744	3,159,028	1.37%	219,184	11,154	208,030	5.09%
060			**Capital Outlay**												
	060		**Capital Outlay**												
		06029	Automotive & Other Vehicles			0		19,000	0	19,000	0.00%				
		06031	Books (Prior Year)	45,117		45,117	0.00%	668,215	623,432	44,783	93.30%	1,603	0	1,603	0.00%
		6061	Data Processing Equipment					7,967	7,967	0	100.00%				
		6099	Other Equipment	32,204	32,204	0	100.00%	29,151	29,151	0	100.00%				
	061		**Equipment Lease Purchase-Initial**												
		6161	Data Processing equip-Lease/Purch-Init					249,027	247,893	1,134	99.54%				
		6199	Other Equip Lease/Purch-Initial					20,888	20,888	0	100.00%				
		06261	Data Processing Equip Lease Purchase	968,863	801,967	166,896	82.77%	7,995	0	7,995	0.00%				
	064		**Eq. Lease/Pur.-City Fin Agcy-Initial**												
		6399	Other Equipment L/P-Fin	0	418,168	0									
		06400	Eq Lease Pur.-City Fin Agcy-Initial-Budget	485,690	0	485,690	0.00%	358,210	0	358,210	0.00%				
			Total Capital Outlay	1,531,874	1,252,339	697,703	81.75%	1,360,453	929,331	431,122	68.31%	1,603	0	1,603	0.00%

San Francisco Public Library

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Ch	Obj	Subobj	Description	General Fund				Library Preservation Fund				Children's Fund (Prop J)			
				FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended	FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended	FY 1996-97 Allocation	Expenditures To 09/30/96	Balance Remaining	Percent of Allocation Expended
081			**Services of Other Depts**												
	081		**Svcs of Other Depts(AAO Funds)**												
		081C	GF-CAO-Ins & Risk Reduction (AAO)					250	0	250	0.00%				
		081CS	GF-Civil Service Hearing Officer(AAO)												
		081CS	IS-CON-ISD-Maint & Operation (AAO)					11,925	735	11,190	6.16%				
		081EL	GF-DET-Electricity	5,705	305	5,400	5.35%	2,636	236	2,400	8.95%				
		081ET	GF-DET-Telephone	256,182	10,425	245,757	4.07%	597,600	0	597,600	0.00%				
		081H	EF-SFGH-Medical Service(AAO)	1,020	0	1,020	0.00%	2,000	0	2,000	0.00%				
		081H	GF-CHS-Toxics Waste /Hazard Mat Svc(AAO)	6,760	3,380	3,380	50.00%	22,187	9,774	12,413	44.05%				
		081H1	GF-HR-Exams (AAO)					55,970	0	55,970	0.00%				
		081H2	FT-HR-Mgmt Training (AAO)	5,490	5,490	0	100.00%	8,784	2,196	6,588	25.00%				
		081H3	GF-HR-Workers Comp(AAO)	80,000	0	80,000	0.00%	17,495	0	17,495	0.00%				
		081PA	IS-Purch-Central Shops-Auto Maint(AAO)	18,000	0	18,000	0.00%	1,000	0	1,000	0.00%				
		081PF	IS-Purch-Central Shops-Fuel Stock(AAO)	7,500	0	7,500	0.00%	500	0	500	0.00%				
		081PR	IS-Purch-Reproduction(AAO)	10,000	0	10,000	0.00%	23,500	0	23,500	0.00%	1,400	0	1,400	0.00%
		081RE	GF-Real Estate Service (AAO)	5,400	0	5,400	0.00%	12,500	0	12,500	0.00%				
		081RP	GF-Rec & Park-Gardener(AAO)					138,000	0	138,000	0.00%				
		081U	GF-PUC-Light, Heat & Power(AAO)	175,000	0	175,000	0.00%	275,000	0	275,000	0.00%				
		081W	SR-DPW-Building Repair(AAO)	43,200	0	43,200	0.00%	161,966	61,966	100,000	38.26%				
			Total Services of Other Depts	**614,257**	**19,600**	**594,657**	**3.19%**	**1,331,313**	**74,907**	**1,256,406**	**5.63%**	**1,400**	**0**	**1,400**	**0.00%**
086			**Expenditure Recovery for Services to Other Depts**												
	086	08699	Exp. Recovery for Svcs to AAO Funds	0	(232,773)	232,773									
			Total Expenditure Recovery for Services to Other Depts	**0**	**(232,773)**	**232,773**		**0**	**0**	**0**		**0**	**0**	**0**	
099			**Unapprop. Revenue-Undesignated**												
	099		**Unapprop. Revenue-Undesignated**												
		09999	Unappropriated Revenue	(151,151)		(151,151)	0.00%	(1,262,204)		(1,262,204)	0.00%	(12,782)		(12,782.00)	0.00%
			Total Unappro. Rev.-Undesignated	**(151,151)**	**0**	**(151,151)**	**0.00%**	**(1,262,204)**	**0**	**(1,262,204)**	**0.00%**	**(12,782)**	**0**	**(12,782)**	**0.00%**
			Other Budgets												
			Mayor's Youth Department Transfers Out												
			Total Other Budgets	**0**	**0**	**0**		**0**	**0**	**0**		**0**	**0**	**0**	
			Grand Total	**17,015,714**	**3,769,573**	**13,246,141**	**22.15%**	**14,532,856**	**3,535,492**	**10,997,364**	**24.33%**	**3,581,501**	**627,509**	**2,953,992**	**17.52%**

San Francisco Public Library

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Fiscal Year 1996-97

Expenditure Report Summary*

*Includes Encumbrances

Percent of Year Elasped 25.00%

Percent of Payrolls Expended 18.61%

Ch	Obj	Subobj	Description	General Fund FY 1996-97 Allocatiun	General Fund Expenditures To 09/30/96	General Fund Balance Remaining	General Fund Percent of Allocation Expended	Library Preservation Fund FY 1996-97 Allocation	Library Preservation Fund Expenditures To 09/30/96	Library Preservation Fund Balance Remaining	Library Preservation Fund Percent of Allocation Expended	Children's Fund (Prop J) FY 1996-97 Allocation	Children's Fund (Prop J) Expenditures To 09/30/96	Children's Fund (Prop J) Balance Remaining	Children's Fund (Prop J) Percent of Allocation Expended
001			Salaries	10,812,422	2,079,259	8,733,163	19.23%	7,327,076	1,893,717	5,433,359	25.85%	2,618,252	496,592	2,121,660	18.97%
013			Mandatory Fringe Benefits	2,820,296	486,806	2,333,490	17.26%	1,712,538	416,008	1,296,530	24.29%	680,698	119,763	560,935	17.59%
021			Non Personal Services	661,869	110,204	551,665	16.65%	860,908	177,785	683,123	20.65%	73,146	0	73,146	0.00%
040			Materials & Supplies	726,147	54,138	672,009	7.46%	3,202,772	43,744	3,159,028	1.37%	219,184	11,154	208,030	5.09%
060			Capital Outlay	1,531,874	1,252,339	697,703	81.75%	1,360,453	929,331	431,122	68.31%	1,603	0	1,603	0.00%
			Services of Other Depts	614,257	19,600	594,657	3.19%	1,331,313	74,907	1,256,406	5.63%	1,400	0	1,400	0.00%
			Total Expenditure Recovery for Services to Other Depts	0	(232,773)	232,773									
099			Unapprop. Revenue-Undesignated	(151,151)	0	(151,151)		(1,262,204)		(1,262,204)		(12,782)		(12,782)	
			Other Budgets												
			Mayor's Youth Department	0	0	0		0	0	0		0	0	0	
			Transfers Out	0	0	0		0	0	0		0	0	0	
			Total Other Budgets	0	0	0		0	0	0		0	0	0	
			Grand Total	17,015,714	3,769,573	13,246,141	22.15%	14,532,856	3,535,492	10,997,364	24.33%	3,581,501	627,509	2,953,992	17.52%

Fund Total	
General Fund	17,015,714
Library Preservation Fund	14,532,856
Children's Fund (Prop J)	3,581,501
	35,130,071

Note: Fund Totals include salary adjustments made since the adoption of the budget and FY 95-96 encumbrances and FY 95-96 year-end adjustments.

96EXPI AMRC5042 (online Forms 6450 V4 2-10/09/96)

S F P L

Memorandum

San Francisco Public Library

Date: October 11, 1996

To: David Price, Assistant to City Librarian
for Admin/Support Svcs.

From: Mary Downey
Finance Director

Subject: 10 Year Projection - Revenue/Expenditures

The Library has been directed to present a 10 year projection of revenues and expenditures to the Library Commission and the Board of Supervisors. The attached 10 year revenue projection report represents actual FY 1994-95 revenue, revised FY 1995-96 revenue, budgeted FY 1996-97 revenue, projected FY 1996-97 revenue, and projections from FY 1997-98 through FY 2006-07. The attached 10 year expenditure report represents actual FY 1994-95 expenditures, revised FY 1995-96 expenditures, budgeted FY 1996-97 expenditures, projected FY 1996-97 expenditures, and projections from FY 1997-98 through FY 2006-07. The source documents used for revenues and expenditures are Phase D-Bprep dated 7/30/96 issued by the Office of the Controller and the FY 1996-97 Budget document issued by the Mayor's Office of Management and Budget, June 1, 1996.

In addition, the Library's projection is based on maintaining current library hours. Library staff is currently working on staffing level standards in order to efficiently utilize staffing resources. However, services provided (with the exception of mandated hours) are anticipated to change due to the necessity of reducing personnel costs within available resources. This projection does not include:

* Any effect of proposed local legislation, such as changes to retirement benefits.
* Any effect of proposed labor agreements, beyond increases indicated below.
* Recalculation of General Fund Baseline as an ongoing revenue source. However, it is estimated that $428,000 will result from this recalculation during FY 1996-97. Actual additional revenue from FY 1995-96 recalculation was $897,758.

This projection is based on the "Three Year Budget Projection" report jointly issued February 22, 1996 by the Office of the Controller, the Mayor's budget analyst and the budget analyst for the Board of Supervisors. The same qualifying statements which apply to the "Three Year Budget Projection" report apply to the Library as follows:

* This is only a projection.
* Projections several years in advance are less certain than those for the immediate future.
* Ten year projections may be a guide for strategic planning, but are not often useful beyond the first few years and must be updated yearly with current information.
* A critical element in this process will be the ongoing development and refinement of budget information, and tracking of revenue and expenditures.
* Increased efficiency, innovation, and increases in revenue sources could have a positive impact on the Library's ability to provide services to the public.

Assumptions:

Some of the assumptions used to develop the Library's projection are the same assumptions used in the "Three Year Budget Projection" report issued by the City. The assumptions used in the Library projection are summarized as follows:

* The "Three Year Budget Projection" report assumes a moderate revenue growth of 1-3% for property taxes and 3-7% for other revenues. The Library's projection assumes a growth of 3% for property taxes and 5% for most other revenues.
* Salary increases are projected to grow at the rate of the Consumer Price Index (CPI); 2.85% in FY 1997-98 and 3.0% in FY 1998-99, not including any retirement benefit increases.
* Costs of goods and services are projected to grow at the rate of the Consumer Price Index (CPI) of 2.85% in FY 1997-98 and 3.0% in FY 1998-99.
* Projections for salary increases and costs of goods and services for fiscal years beyond FY 1998-99 are calculated at 3%.
* Books and other library materials budgets do not include gifts.
* The funds made available through a decrease in Capital Outlay expenditures beginning in fiscal year 1997-98 (due to the conclusion of certain debt payments) were distributed to salaries, materials/supplies, and books/library materials. This distribution will be dependent on fixed costs, including step increases, additional staffing needs, and maintenance costs.

Attachments

10YRMEMO.WK4

10 YEAR REVENUE PROJECTION

Revenue Source	Actual FY 1994-95	Revised FY 1995-96	Budgeted FY 1996-97	Projected FY 1996-97	Estimated FY 1997-98	Estimated FY 1998-99	Estimated FY 2000-01	Estimated FY 2001-02	Estimated FY 2002-03	Estimated FY 2003-04	Estimated FY 2004-05	Estimated FY 2005-06	Estimated FY 2006-07
General Property Taxes (Preservation Fund)	14,086,062	13,267,749	13,942,383	13,942,383	14,360,654	14,791,474	15,235,218	15,692,275	16,163,043	16,647,934	17,147,372	17,661,794	18,191,647
Expendable Trust Funds	345,583	223,511	100,000	100,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Additions to Expendable Trust Funds				250,000									
State Library Funds (PLF)	256,364	282,728	282,728	282,728	455,467	455,467	455,467	455,467	455,467	455,467	455,467	455,467	455,467
Additions to State Library Funds (PLF)				172,739									
State and Federal Grants/Subventions	37,134	196,824	103,094	103,094	108,249	113,661	119,344	125,311	131,577	138,156	145,064	152,317	159,933
Additional State and Federal Grants/Subventions				254,438									
Library Services:													
Books Paid	20,924	21,000	21,000	21,000	22,050	23,153	24,310	25,526	26,802	28,142	29,549	31,027	32,578
Fines	229,438	156,000	156,000	156,000	163,800	171,990	180,590	189,619	199,100	209,055	219,508	230,483	242,007
Reserve Postal Cards Sold	9,023	3,700	3,700	3,700	3,885	4,079	4,283	4,497	4,722	4,958	5,206	5,467	5,740
Miscellaneous and other income	22,622	32,586	32,586	32,586	34,215	35,926	37,722	39,608	41,589	43,668	45,852	48,144	50,552
Library Events/Meeting Room Fees				205,000	250,000	300,000	350,000	400,000	400,000	400,000	400,000	400,000	400,000
Collection of Delinquent Fines					20,000	21,000	22,050	23,153	24,310	25,526	26,802	28,142	29,549
Library Preservation Fund(LPF):													
Transfer In	3,965,940												
Transfer to Library Preservation Fund Reserves	(3,965,940												
Use of Fund Balance (LPF)	0	3,151,350	587,303	587,303	0	0	0	0	0	0	0	0	0
General Fund Support:													
Library Operations	11,910,806	15,153,677	16,515,759	16,515,759	17,011,232	17,521,569	18,047,216	18,588,632	19,146,291	19,720,680	20,312,300	20,921,669	21,549,319
Children's Baseline (Prop J)	3,124,468	3,410,193	3,580,981	3,580,981	3,688,410	3,799,063	3,913,035	4,030,426	4,151,338	4,275,879	4,404,155	4,536,280	4,672,368
Recalculation of General Fund Baseline				428,000									
Sub-Total	**30,042,424**	**35,899,318**	**35,325,534**	**36,635,711**	**36,317,963**	**37,437,382**	**38,589,235**	**39,774,514**	**40,944,240**	**42,149,465**	**43,391,275**	**44,670,789**	**45,989,160**
Plus:													
Mayor's: Children, Youth, & Families	623,133	415,626	409,738	409,738	409,738	409,738	409,738	409,738	409,738	409,738	409,738	409,738	409,738
Total - All Sources	**30,665,557**	**36,314,944**	**35,735,272**	**37,045,449**	**36,727,701**	**37,847,120**	**38,998,973**	**40,184,252**	**41,353,978**	**42,559,203**	**43,801,013**	**45,080,527**	**46,398,898**

Footnotes:

1. General Property Taxes estimated to increase 3% per year; other revenue estimated to increase 5% per year.
2. General Fund, including Children's Baseline estimated to increase 3% per year.
3. Mayor's: Children, Youth and Their Families Program is estimated to remain at FY 96-97 funding levels
4. Revenue posted from Phase D-Revised 7/30/96 issued by the Office of the Controller.
5. State Library Funds (PLF) were increased after the FY 1996-97 budget was adopted; estimated increase for FY 96-97 used for all future projections.
6. Collection of Delinquent Fines estimated at 10% of estimate of collectible delinquent fines.

10/11/96

10 YEAR EXPENDITURE PROJECTION

	Actual FY 1994-95	Revised FY 1995-96	Budgeted FY 1996-97	Projected FY 1996-97	Estimated FY 1997-98	Estimated FY 1998-99	Estimated FY 2000-01	Estimated FY 2001-02	Estimated FY 2002-03	Estimated FY 2003-04	Estimated FY 2004-05	Estimated FY 2005-06	Estimated FY 2006-07
Salaries and Fringe Benefits	21,000,000	24,245,521	25,963,657	25,963,657	26,732,544	27,600,873	28,861,075	30,149,585	31,485,040	32,509,182	33,564,269	34,651,240	35,771,063
Additional Salaries and Fringe Benefits				932,000									
Non-Personal Services, Materials & Supplies, Facilities Maintenance, Services of Other Departments, Expenditure Recovery, Transfers Out, and Budgetary Reserves	4,991,497	6,711,880	3,729,485	3,603,485	3,840,973	3,968,409	4,168,147	4,371,733	4,583,437	4,735,854	4,892,499	5,054,134	5,220,929
Books and Other Library Materials	See Capital Outlay	See Capital Outlay	3,589,540	3,589,540	3,653,500	3,772,000	3,958,500	4,146,000	4,262,600	4,285,000	4,308,500	4,332,500	4,357,000
Capital Outlay (includes Books and Other Library Materials for FY 94-95 to FY 95-96	3,672,897	4,521,582	1,839,758	1,839,497	1,787,852	1,787,852	1,287,852	787,852	287,852	287,852	287,852	287,852	287,852
Expendable Trusts	345,583	223,511	100,000	100,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000
Additional Expendable Trusts				250,000									
Grants	32,447	196,824	103,094	103,094	103,094	108,249	113,661	119,344	125,311	131,577	138,156	145,064	152,317
Additional Grants				254,438									
Sub-Total	**30,042,424**	**35,899,318**	**35,325,534**	**36,635,711**	**36,317,963**	**37,437,382**	**38,589,235**	**39,774,514**	**40,944,240**	**42,149,465**	**43,391,275**	**44,670,789**	**45,989,160**
Plus:													
Mayor's: Children, Youth, & Families	623,133	415,626	409,738	409,738	409,738	409,738	409,738	409,738	409,738	409,738	409,738	409,738	409,738
Total Expenditures	**30,665,557**	**36,314,944**	**35,735,272**	**37,045,449**	**36,727,701**	**37,847,120**	**38,998,973**	**40,184,252**	**41,353,978**	**42,559,203**	**43,801,013**	**45,080,527**	**46,398,898**
Total Revenue	**30,665,557**	**36,314,944**	**35,735,272**	**37,045,449**	**36,727,701**	**37,847,120**	**38,998,973**	**40,184,252**	**41,353,978**	**42,559,203**	**43,801,013**	**45,080,527**	**46,398,898**
Revenue Less Expenditures	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

Footnotes:

1. Source document for FY 1994-95 and FY 1995-96 expenditures is FAMRS042 dated 7/30/96 and CCSF Controllers Office BPREP Report. MPS _Dept as printed in "City and County of San Francisco Fiscal Year 1996-97 Public Library Program Budget" dated June 1, 1996 (Mayor's Office of Management and Budget)
2. Books and Other Library Materials for FY 1996-97 does not include gifts and trust funds, which are reported as separate categories
3. Estimates were based on CPI plus funds made available through a decrease in Capital Outlay expenditures

10/11/96

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SAN FRANCISCO
PUBLIC LIBRARY

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, November 5, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, November 5, 1996, at the A.E. Waden-Bayview branch library.

The meeting was called to order by President Steven A. Coulter at 5:45 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets, Commissioners Sherry Agnos, Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman.

MINUTES

In response to Peter Warfield, library patron, President Coulter indicated that meetings are conducted under *Robert's Rules of Order* and that speaking time was included in the revised bylaws.

Mr. Warfield requested a correction to the minutes of October 1, 1996, as follows:

"Peter Warfield, library patron, supported placing the card catalogue where the public can access it as easily as it can the online catalog because: 1) Unlike the card catalog and other online catalogs, there is no subject 'American History' in SFPL's online catalog and no 'See' or 'See also' references [to] tell patrons where to find the correct entry; 2) At the August meeting of the Planning and Policy Committee, the City Librarian said authority control (which would provide See and See also references) would be 'loaded this year,' with Nancy Musser in charge; however, at the same meeting Musser said this would be a 'huge project, probably not finished in my lifetime;' responding to Commissioner Steiman's followup question today, Musser said she trusts Mr. Warfield to quote her correctly and reiterated her statements."

In response to Mr. Warfield's request that Commissioner Llorente's report of the August 22, 1996 Planning and Policy Committee meeting be added to the September 3, 199 minutes, Commissioner Llorente suggested that the redone August 22, 1996 (available at this meeting) be incorporated by reference into the September 3, 1996 minutes.

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MOTION: Vice President Streets moved to accept the minutes as amended.

ACTION: Unanimously approved

PRESIDENT'S REPORT

Anna E. Waden-Bayview Branch:

Branch librarian Linda Brooks-Burton welcomed meeting attendees and gave an historical background of the branch, described services available from the branch and reported the branch as being a part of the community. (Written report available in Commission office)

Monthly update on special events, exhibits and other special programs:

Marcia Schneider, Assistant to the City Librarian/Communications, reported on an article in *Art in America* featuring the new Main Library; reported that the volunteer program includes 220 volunteers who have put in 2800 hours; referred to a $1000 donation from a former volunteer; announced that Kathy Page, Chief of the Main, has been awarded the SPUR Efficiency Award; announced that the Main Library is a semi-finalist in the National Information Infrastructure Awards Program; reported that SFPL's National Science Foundation grant started October 1; announced that Libraries Online, a collaborative effort of Microsoft and the American Library Association will benefit SFPL in a $10.5 million grant; reported grant approval will bring T-1 lines to Bayview, Chinatown and Excelsior branches; presented the latest Programming and Exhibitions update; showed a video of the CBS Sunday Moring News segment with Charles Osgood; and mentioned the San Francisco Survey on City Services which reported customer satisfaction with SFPL. (Written report in Commission office)

Final policy on retention of and access to the main card catalog from the old main library:

Public comment was heard from the following: Charlotte Richardson, Chris Ortiz, Marti Kashuba, unidentified man, Tillie Olsen, Peter Warfield, Lurilla Harris, Kjeete Boler, Marcia Smollens, George Perry, Kathy Page, Bill Hale, Joe Rosenthal, Cathy Bremer, Melissa Riley, Jim Haas, and Clarice _____.

MOTION: Commissioner Llorente moved that Commission policy is to retain the card catalog in its present form, move it from its present location in the old Main Library and make it accessible to the public.

ACTION: Unanimously approved

MOTION: Commissioner Agnos moved to recommend to the City Librarian that the old card catalog be moved to the Library Annex.

ACTION: 6 yes votes
Commission Chin voted no

Revision of bylaws:

Commissioner Llorente reported that the draft revised bylaws were not available at the August 22, 1996 Planning and Policy Committee meeting.

Public comment was heard from:

---

regarding changes to the draft.

ACTION: ???

CITY LIBRARIAN'S REPORT

Ms. Page gave a status report on shelving, status of books in order on shelves and lines at checkout. She reported 500 additional staff hours per week have been added to shelving. Other departments have given 120 hours. In three weeks in the implementation phase one-third of the backlog has been eliminated. First, second, fourth and fifth floors are up-to-date. The third floor general collection is a problem which is being concentrated on.

FINANCE COMMITTEE REPORT

Adoption of Resolution #2067:

President Coulter asked to be recused from voting on this matter.

MOTION: Commissioner Llorente moved to recuse President Coulter from voting on this issue.

ACTION: Unanimously approved

(President Coulter handed the gavel to Vice President Streets and did not vote on this issue.)

MOTION: Vice President Streets moved to authorize the San Francisco Public Library through the Friends of the San Francisco Public Library to accept and expend $225,000 in cash and in-kind services to be awarded jointly by the American Library

DRAFT

Association and Microsoft Corporation, as part of the libraries online program to provide neighborhood access to telecommunications, multimedia and the graphical internet in three branch libraries; waiving indirect costs.

ACTION: Unanimously approved

Vice President Streets returned the gavel to President Coulter.

Report on the Library's first quarterly 1996-97 expenditures:

(Report on file in Commission office)

Report on long-range financial plan:

(Report on file in Commission office)

PLANNING AND POLICY COMMITTEE REPORT:

Protocol for naming branch libraries:

Commissioner Llorente reported on Commissioner Chin's proposed protocol.

Proposal honoring Joseph Balanesi at Parkside branch library:

Commissioner Llorente reported on the proposal.

MOTION: Commissioner Steiman moved to proceed with this honor.

ACTION: Unanimously approved

LIBRARIAN'S GUILD REPORT

None

NEW BUSINESS

None

PUBLIC COMMENT

Ms. Boler, speaking on behalf of the Gray Panthers, reported being alarmed and disturbed about books not remaining in the collection and that 57,286 had been given away since February of 1996.

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CLOSED SESSION

President Coulter announced that the Commission Secretary's evaluation would not be performed at this meeting but would be the first item on the agenda at the next meeting.

OPEN SESSION

See immediately above

ADJOURNMENT

Upon Commissioner Llorente's motion and unanimous approval by the Commission, President Coulter adjourned the meeting at 9:30 p.m.

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

11/19/96
M. Culver

L. BROWN, JR.
A. COULTER
STREETS
AGNOS
K. CHIN
A. HIGUERAS, A.I.A.
H. LLORENTE
STEIMAN
TH E. DOWLIN
RET W. CULVER

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, November 5, 1996

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The meeting was called to order by President Steven A. Coulter at 5:45 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets, Commissioners Sherry Agnos, Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman.

MINUTES

In response to Peter Warfield, library patron, President Coulter indicated that this meeting would be conducted under *Robert's Rules of Order* according to the bylaws presently in place, that the 3-minute speaking time would be timed with the time clock and interruptions would not be included in the three minutes.

In response to Mr. Warfield's request that Commissioner Llorente's report of the August 22, 1996 Planning and Policy Committee meeting be added to the September 3, 1996 minutes, Commissioner Llorente suggested that the redone August 22, 1996 (available at this meeting) be incorporated by reference into the September 3, 1996 minutes.

Mr. Warfield requested a correction to the minutes of October 1, 1996, as follows:

"Peter Warfield, library patron, supported placing the card catalogue where the public can access it as easily as it can the online catalog because: 1) Unlike the card catalog and other online catalogs, there is no subject 'American History' in SFPL's online catalog and no 'See' or 'See also' references [to] tell patrons where to find the correct entry; 2) At the August meeting of the Planning and Policy Committee, the City Librarian said authority control (which would provide See and See also references)

would be 'loaded this year,' with Nancy Musser in charge; however, at the same meeting Musser said this would be a 'huge project, probably not finished in my lifetime;' responding to Commissioner Steiman's followup question today, Musser said she trusts Mr. Warfield to quote her correctly and reiterated her statements."

Lurilla Harris, library patron, offered typographical error corrections.

MOTION: Vice President Streets moved to accept the minutes as amended.

ACTION: Unanimously approved

PRESIDENT'S REPORT

Anna E. Waden-Bayview Branch:

Branch librarian Linda Brooks-Burton welcomed meeting attendees and gave an historical background of the branch, described services available from the branch and reported the branch as being a part of the community. (Written report available in Commission office)

Monthly update on special events, exhibits and other special programs:

Marcia Schneider, Assistant to the City Librarian/Communications, read from an article in *Art in America* featuring the new Main Library; reported that the volunteer program included 220 volunteers who put in over 2800 hours in October; referred to a $1000 donation from a former volunteer; announced that Kathy Page, Chief of the Main Library, has been awarded the SPUR Managerial Efficiency Award; announced that the SFPL is a semi-finalist in the National Information Infrastructure Awards Program; reported that SFPL's National Science Foundation ~~teleconferencing~~ electronic library grant started October 1; announced that Libraries Online, a collaborative effort of Microsoft and the American Library Association will benefit SFPL in a ~~$10.5 million~~ $225, grant which will bring T-1 lines to Bayview, Chinatown and Excelsior branches; reported on the latest Programming and Exhibitions update;; mentioned the San Francisco Survey on City Services which reported customer satisfaction with SFPL and showed a video of the CBS Sunday Morning News segment with Charles Osgood. (Written report in Commission office)

Final policy on retention of and access to the main card catalog ("cc") from the old main library:

Kenneth E. Dowlin, City Librarian, reported that History Center staff found Brooks Hall Annex acceptable and that the cc would be accessible as an archival item through the History Center. He recommended taking money off reserve in order to move it and

reported that the cc would be made available directly or material would be retrieved from it.

Mr. Dowlin responded to Commissioner Steiman that staff would develop what patrons asked for and help them obtain it.

In response to Commissioner Chin, Mr. Dowlin reminded that the Commission had voted to set aside up to $5,000 from the History Center and Archives budget to move the cc. He stated that usage would be tracked as with all other archival materials.

Public comment was heard from the following: (3-minute rule was put in place)

Charlotte Price, library patron, supported the draft staff guidelines (available in Commission office) and placing the cc in Brooks Hall in a waterproof vinyl tent with a locked access door until it could be brought current by volunteers. In response to her statement that staff had vandalized the cc, Mr. Dowlin reassured her that the cards used in the wall art project were duplicates. (Written statement in Commission office)

Chris Ortiz, library patron, supported the draft staff guidelines and placing cc in Brooks Hall and putting funds into improving the online catalogue.

Marti Kashuba, library patron, opposed moving the cc to Brooks Hall and supported moving it to the sixth floor for open use. (Written statement in Commission office) She asked for clarification on cc archival status.

Oscar Ortiz, library patron, supported the staff draft guidelines and putting money into improving the online catalogue.

Tillie Olsen, library patron and author, referred to the 1994-95 SFPL annual report with a quote from her and stated she felt strongly there is still a place for the cc with the entire collection contained in it.

Peter Warfield, library patron, supported retaining cc in new Main Library for patron accessibility . He stated that hundreds of thousands of books owned by SFPL are not on online or are represented by incorrect or incomplete records and that the lack of key references searches miss material which should be found.

Lurilla Harris, library patron, supported having cc accessible to everybody and that archival research was not what patrons had intended in testimony previously given.

Djeete Boler, library patron, stated her clear understanding that at a committee meeting Mr. Dowlin had stated he would give estimates on moving the cc to the third, fifth or sixth floors of the new Main but that no such information has been given; reported that

the Boulder, Colorado, library had retained its cc; and that she opposed the 3-minute limit.

Marcia Lomnick, library patron, supported Brooks Hall and improving the online catalogue.

George Perry, Anza branch on Council of Neighborhood Libraries, supported Brooks Hall placement and investing time and money on improvement of online catalogue.

Kathy Page, Chief of the Main Library, offered information on free orientation sessions open to the public.

Ms. Page reassured Commissioner Llorente that patrons can ask librarians when having difficulty accessing information on online catalogue. Commissioner Steiman reminded that patrons had access to librarian assistance on the card catalogue also.

Bill Hale, stated the guidelines do not allow access.

Joe Rosenthal, retired librarian, supported guidelines and echoed the sentiment that money be allocated to improve the online catalogue.

Cathy Bremer, Presidio branch manager, noted that 5% of the books are not online (20,000 books) which are not accessible so are not used and get thrown away; that people have asked for access to cc as a supplement to the online catalogue; and that History Room staff will have added work in retrieval and explanation of the cc

Melissa Riley, SFPL librarian, supported retaining cc near the History Room; supported online catalogue improvement while keeping cc as a supplement; that the Bancroft Rare Book Library has retained its cc; that there will less usage offsite.

Jim Haas, former Friends Board member and Keep Libraries Alive member, supported Brooks Hall relocation as the best compromise.

Charlotte Price, summarized her earlier testimony.

In response to Commissioner Chin, Mr. Dowlin did not have figures on the cost of updating the cc which, when the budget was cut in 1991, was discontinued. Further in response to Commissioner Chin, Mr. Dowlin stated that staff is continuing to inventory the collection, will have all of them added in the future, that 2.4 million have been inventoried, that since 1991 probably 300,000 items have been added to the collection -- and that at four cards per item, 1.5 million cards would have to have been added.

Commissioner Steiman recalled her effort to have volunteers catalogue but learned that professional librarians must perform this work.

In response to Commissioner Streets, Vice President Streets clarified that the cc be retained, moved from old Main to an appropriate location and make it accessible.

In response to Commissioner Higueras, Commissioner Llorente clarified that on an as-needed basis researchers could go directly to the cc.

Commissioner Chin called the motion broad and more definitive as to possible cost and maintenance and clarification.

Commissioner Llorente reported that no allocation of monies had been discussed to maintain the cc.

Commissioner Steiman clarified that the cc was being retained intact.

In response to Commissioner Chin, President Coulter stated that policy could be changed if proper notice given.

In response to Mr. Hale, Commissioner Llorente recalled his motion made the cc accessible to public with disposition to be determined by the full Commission. Commissioner Steiman reminded that everyone may not get what they want. Mr. Hale reiterated that the guidelines did not meet accessibility requests.

Ms. Boler stated the committee decided to use "accessible" and conditions specified that cost figures would be made available to move cc to first, third or sixth floors.

Mr. Warfield reported that the minutes of the August 22,1996 Policy and Planning did not reflect 1-1/2 hours of public comment negative to moving cc to Brooks Hall. He clarified if public does not know how to look up material one may think there is no material on a given subject.

Ms. Riley stated that putting cc in Brooks Hall does not make it accessible.

Ms. Olsen suggested adding "accessible to the general public."

Ms. Ortiz, suggested using "retaining it in its present state."

Commissioner Chin asked if available should be used.

MOTION: Commissioner Llorente moved that it is Commission policy that the card catalogue be retained in its present form, moved from its present site in the old Main

Library and made accessible to the public.

ACTION: Unanimously approved

President Coulter reported his consultation with the Office of the City Attorney as to clarification the role of the Commission under the new City Charter which went into effect on July 1, 1996. It is the role of all commissions to set policy. It is the role of the department to implement policy. Discussions on the cc began under the old City Charter.

In response to Commissioner Llorente, Deputy City Attorney Sandra Schaefer stated that many decisions regarding placement of the cc are administrative decisions instead of policy decisions. In the future, detailed decisions are not the chore of the Commission.

Commissioner Llorente expressed resistance to telling the City Librarian what to do on a daily basis and suggested making a recommendation regarding placement.

In response to Commissioner Higueras expressed interest in guidelines who requested that the City Librarian report back in the future regarding correlation between public interest and the guidelines, Mr. Dowlin stated it could be included in the quarterly report to the Commission.

Mr. Dowlin reported a sign-up sheet and negotiation with staff as to access to archives.

In response to Commissioner Higueras, Mr. Dowlin stated that signs would need to be placed in History Center.

Mr. Dowlin suggested moving on in the agenda.

Commissioner Llorente suggested a motion on where to move cc.

Mr. Dowlin asked for clarification.

Vice President Streets suggested that if circumstances change, he be guided by the policy.

Commissioner Chin requested moving on in the agenda.

Mr. Dowlin asked for clarification.

In response to Commissioner Chin's request that no money be spent on this, Commissioner Steiman suggested another motion in the future to improve the online

catalogue.

Commissioner Chin argued against this and asked to move on and not make a motion.

MOTION: Commissioner Agnos moved to recommend to the City Librarian that the old card catalog be moved to the Library Annex.

Mr. Warfield asked for clarification as to the library annex.

Ms. Kashuba urged voting no on moving to annex, allow the City Librarian to decide, and supported putting it in the new Main Library.

Ms. Boler opposed the motion on grounds of cost.

Commissioner Llorente stated cost had been addressed.

Mr. Warfield pointed to point 7 in the guidelines and called it counter to the concept of access in requiring a written request requiring Chief of the Main approval.

President Coulter stated History Room staff would provide general public with access.

Mr. Dowlin stated details of access on archival collections could be addressed.

ACTION: 6 yes votes
Commissioner Chin voted no.

Revision of bylaws:

President Coulter recessed the meeting at 7:50 p.m. and reconvened the meeting at 8:02 p.m.

Commissioner Llorente reported that the draft revised bylaws were not available at the August 22, 1996 Planning and Policy Committee meeting with discussion planned for the next meeting. He found that he would not be available for the next meeting as he was being honored by the Minority Bar Association. President Coulter agreed the issue could be heard at the full Commission.

Mr. Hale suggested President Coulter could sit in on committee meetings.

President Coulter stated that revision was to simplify the bylaws in line with the new City Charter, the Brown Act and the Sunshine Act. Deputy City Attorney Schaefer included the annual report in the revised bylaws. He stated the three-minute speaking rule had been included.

MOTION: Commissioner Llorente moved to adopt the bylaws as submitted.

Commissioner Steiman stated that the Commission will hold regular meetings in the branches but will not include the schedule in the bylaws. Commissioner Llorente suggested deciding at the beginning of each year.

Mr. Dowlin pointed out that the meeting schedule had been included in the bylaws because of the opening of the new Main and inaccessibility of the old Main.

Ms. Schaefer called this in the public interest with additional notice whenever meetings are not held at the Main Library and reassured President Coulter that this revision follows all requirements of the Sunshine Ordinance and Brown Act.

In response to Ms. Olsen who requested postponement of the vote and making them available at branch, President Coulter stated that the vote had been properly noticed and that the bylaws could be changed in the future.

Ms. Harris asked that "illicit" be changed to "elicit".

In response to Ms. Riley who suggested not meeting on Election Day in order to obtain public participation, President Coulter suggested the Commission Secretary check schedule for holidays, etc.

In response to Mr. Warfield, Commissioner Steiman reported that the version presented at the meeting was a combination of both versions. He requested putting off the discussion.

Mr. Hale requested putting off the vote and offered changes to the revised bylaws.

Ms. Schaefer stated that changes had been taken directly from the new City Charter.

President Coulter ascertained from the Commission Secretary that all tape recordings of Commission meetings are being retained.

ACTION: Unanimously approved

CITY LIBRARIAN'S REPORT

Ms. Page gave a status report on shelving, status of books in order on shelves and lines at checkout. She reported 500 additional staff hours per week have been added to shelving. Other departments have given 120 hours. In three weeks in the implementation phase one-third of the backlog has been eliminated. First, second, fourth and fifth floors are up-to-date. The third floor general collection is a problem

which is being concentrated on.

FINANCE COMMITTEE REPORT

Adoption of Resolution #2067:

President Coulter asked to be recused from voting on this matter.

MOTION: Commissioner Llorente moved to recuse President Coulter from voting on this issue.

ACTION: Unanimously approved

(President Coulter handed the gavel to Vice President Streets and did not vote on this issue.)

Sybil Boutilier, SFPL staff, reported on T-1 lines for Bayview, Excelsior and Chinatown branches being made possible through this grant.

In response to Ms. Riley who suggested that future costs be discussed, be made available regularly and asked if costs are being passed on to the public directly, Mr. Dowlin stated that continuation would be decided at the end of the grant.

MOTION: Vice President Streets moved to authorize the San Francisco Public Library through the Friends of the San Francisco Public Library to accept and expend $225,000 in cash and in-kind services to be awarded jointly by the American Library Association and Microsoft Corporation, as part of the libraries online program to provide neighborhood access to telecommunications, multimedia and the graphical internet in three branch libraries; waiving indirect costs.

ACTION: Unanimously approved

Vice President Streets returned the gavel to President Coulter.

Report on the Library's first quarterly 1996-97 expenditures:

David Price, Assistant to the City Librarian/Finance and Administration, gave an executive first quarterly report on SFPL expenditures based on a memorandum from Mary Downey, Finance Director, dated October 11, 1996.
(Report on file in Commission office)

Report on long-range financial plan:

Mr. Price presented a memorandum from Ms. Downey dated October 11, 1996, entitled "10 Year Project - Revenue/Expenditures".

(Report on file in Commission office)

PLANNING AND POLICY COMMITTEE REPORT:

Protocol for naming branch libraries:

Commissioner Llorente reported on Commissioner Chin's written proposed protocol.

Proposal honoring Joseph Balanesi at Parkside branch library:

Commissioner Llorente reported on the proposal to place a wall plaque with photo at the branch, include written material on file about the honoree and include this information online.

MOTION: Commissioner Steiman moved to proceed with this honor.

ACTION: Unanimously approved

LIBRARIAN'S GUILD REPORT

None

NEW BUSINESS

None

PUBLIC COMMENT

Ms. Boler, speaking on behalf of the Gray Panthers, reported being alarmed and disturbed about books not remaining in the collection and that 57,286 had been given away since February of 1996.

CLOSED SESSION

President Coulter announced that the Commission Secretary's evaluation would not be performed at this meeting but would be the first item on the agenda at the next meeting.

OPEN SESSION

See immediately above

ADJOURNMENT

Upon Commissioner Llorente's motion and unanimous approval by the Commission, President Coulter adjourned the meeting at 9:30 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

11/30/96
M. Culver

Approved 12/3/96

SAN FRANCISCO PUBLIC LIBRARY
ACCESS, DISCOVER, EMPOWER

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DEC 23 1996
SAN FRANCISCO
PUBLIC LIBRARY

LIE L. BROWN, JR.
or
VEN A. COULTER
ident
N A. STREETS
President
RRY AGNOS
NNIE K. CHIN
RLES A. HIGUERAS, A.I.A.
NEST H. LLORENTE
ROL STEIMAN
missioners
NNETH E. DOWLIN
y Librarian
RGARET W. CULVER
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, November 5, 1996

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MINUTES

In response to Peter Warfield, library patron, President Coulter indicated that this meeting would be conducted under *Robert's Rules of Order* according to the bylaws presently in place, that the 3-minute speaking time would be timed with the time clock and interruptions would not be included in the three minutes.

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CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

would be 'loaded this year,' with Nancy Musser in charge; however, at the same meeting Musser said this would be a 'huge project, probably not finished in my lifetime;' responding to Commissioner Steiman's followup question today, Musser said she trusts Mr. Warfield to quote her correctly and reiterated her statements."

Lurilla Harris, library patron, offered typographical error corrections.

MOTION: Vice President Streets moved to accept the minutes as amended.

ACTION: Unanimously approved

PRESIDENT'S REPORT

Anna E. Waden-Bayview Branch:

Branch librarian Linda Brooks-Burton welcomed meeting attendees and gave an historical background of the branch, described services available from the branch and reported the branch as being a part of the community. (Written report available in Commission office)

Monthly update on special events, exhibits and other special programs:

Marcia Schneider, Assistant to the City Librarian/Communications, read from an article in *Art in America* featuring the new Main Library; reported that the volunteer program included 220 volunteers who put in over 2800 hours in October; referred to a $1000 donation from a former volunteer; announced that Kathy Page, Chief of the Main Library, has been awarded the SPUR Managerial Efficiency Award; announced that the SFPL is a semi-finalist in the National Information Infrastructure Awards Program; reported that SFPL's National Science Foundation teleconferencing grant started October 1; announced that Libraries Online, a collaborative effort of Microsoft and the American Library Association will benefit SFPL in a $10.5 million grant which will bring T-1 lines to Bayview, Chinatown and Excelsior branches; reported on the latest Programming and Exhibitions update;; mentioned the San Francisco Survey on City Services which reported customer satisfaction with SFPL and showed a video of the CBS Sunday Morning News segment with Charles Osgood. (Written report in Commission office)

Final policy on retention of and access to the main card catalog ("cc") from the old main library:

Kenneth E. Dowlin, City Librarian, reported that History Center staff found Brooks Hall Annex acceptable and that the cc would be accessible as an archival item through the History Center. He recommended taking money off reserve in order to move it and

reported that the cc would be made available directly or material would be retrieved from it.

Mr. Dowlin responded to Commissioner Steiman that staff would develop what patrons asked for and help them obtain it.

In response to Commissioner Chin, Mr. Dowlin reminded that the Commission had voted to set aside up to $5,000 from the History Center and Archives budget to move the cc. He stated that usage would be tracked as with all other archival materials.

Public comment was heard from the following: (3-minute rule was put in place)

Charlotte Price, library patron, supported the draft staff guidelines (available in Commission office) and placing the cc in Brooks Hall in a waterproof vinyl tent with a locked access door until it could be brought current by volunteers. In response to her statement that staff had vandalized the cc, Mr. Dowlin reassured her that the cards used in the wall art project were duplicates. (Written statement in Commission office)

Chris Ortiz, library patron, supported the draft staff guidelines and placing cc in Brooks Hall and putting funds into improving the online catalogue.

Marti Kashuba, library patron, opposed moving the cc to Brooks Hall and supported moving it to the sixth floor for open use. (Written statement in Commission office) She asked for clarification on cc archival status.

Oscar Ortiz, library patron, supported the staff draft guidelines and putting money into improving the online catalogue.

Tillie Olsen, library patron and author, referred to the 1994-95 SFPL annual report with a quote from her and stated she felt strongly there is still a place for the cc with the entire collection contained in it.

Peter Warfield, library patron, supported retaining cc in new Main Library for patron accessibility . He stated that hundreds of thousands of books owned by SFPL are not on online or are represented by incorrect or incomplete records and that the lack of key references searches miss material which should be found.

Lurilla Harris, library patron, supported having cc accessible to everybody and that archival research was not what patrons had intended in testimony previously given.

Djeete Boler, library patron, stated her clear understanding that at a committee meeting Mr. Dowlin had stated he would give estimates on moving the cc to the third, fifth or sixth floors of the new Main but that no such information has been given; reported that

the Boulder, Colorado, library had retained its cc; and that she opposed the 3-minute limit.

Marcia Lomnick, library patron, supported Brooks Hall and improving the online catalogue.

George Perry, Anza branch on Council of Neighborhood Libraries, supported Brooks Hall placement and investing time and money on improvement of online catalogue.

Kathy Page, Chief of the Main Library, offered information on free orientation sessions open to the public.

Ms. Page reassured Commissioner Llorente that patrons can ask librarians when having difficulty accessing information on online catalogue. Commissioner Steiman reminded that patrons had access to librarian assistance on the card catalogue also.

Bill Hale, stated the guidelines do not allow access.

Joe Rosenthal, retired librarian, supported guidelines and echoed the sentiment that money be allocated to improve the online catalogue.

Cathy Bremer, Presidio branch manager, noted that 5% of the books are not online (20,000 books) which are not accessible so are not used and get thrown away; that people have asked for access to cc as a supplement to the online catalogue; and that History Room staff will have added work in retrieval and explanation of the cc

Melissa Riley, SFPL librarian, supported retaining cc near the History Room; supported online catalogue improvement while keeping cc as a supplement; that the Bancroft Rare Book Library has retained its cc; that there will less usage offsite.

Jim Haas, former Friends Board member and Keep Libraries Alive member, supported Brooks Hall relocation as the best compromise.

Charlotte Price, summarized her earlier testimony.

In response to Commissioner Chin, Mr. Dowlin did not have figures on the cost of updating the cc which, when the budget was cut in 1991, was discontinued. Further in response to Commissioner Chin, Mr. Dowlin stated that staff is continuing to inventory the collection, will have all of them added in the future, that 2.4 million have been inventoried, that since 1991 probably 300,000 items have been added to the collection -- and that at four cards per item, 1.5 million cards would have to have been added.

Commissioner Steiman recalled her effort to have volunteers catalogue but learned that professional librarians must perform this work.

In response to Commissioner Streets, Vice President Streets clarified that the cc be retained, moved from old Main to an appropriate location and make it accessible.

In response to Commissioner Higueras, Commissioner Llorente clarified that on an as-needed basis researchers could go directly to the cc.

Commissioner Chin called the motion broad and more definitive as to possible cost and maintenance and clarification.

Commissioner Llorente reported that no allocation of monies had been discussed to maintain the cc.

Commissioner Steiman clarified that the cc was being retained intact.

In response to Commissioner Chin, President Coulter stated that policy could be changed if proper notice given.

In response to Mr. Hale, Commissioner Llorente recalled his motion made the cc accessible to public with disposition to be determined by the full Commission. Commissioner Steiman reminded that everyone may not get what they want. Mr. Hale reiterated that the guidelines did not meet accessibility requests.

Ms. Boler stated the committee decided to use "accessible" and conditions specified that cost figures would be made available to move cc to first, third or sixth floors.

Mr. Warfield reported that the minutes of the August 22,1996 Policy and Planning did not reflect 1-1/2 hours of public comment negative to moving cc to Brooks Hall. He clarified if public does not know how to look up material one may think there is no material on a given subject.

Ms. Riley stated that putting cc in Brooks Hall does not make it accessible.

Ms. Olsen suggested adding "accessible to the general public."

Ms. Ortiz, suggested using "retaining it in its present state."

Commissioner Chin asked if available should be used.

MOTION: Commissioner Llorente moved that it is Commission policy that the card catalogue be retained in its present form, moved from its present site in the old Main

Library and made accessible to the public.

ACTION: Unanimously approved

President Coulter reported his consultation with the Office of the City Attorney as to clarification the role of the Commission under the new City Charter which went into effect on July 1, 1996. It is the role of all commissions to set policy. It is the role of the department to implement policy. Discussions on the cc began under the old City Charter.

In response to Commissioner Llorente, Deputy City Attorney Sandra Schaefer stated that many decisions regarding placement of the cc are administrative decisions instead of policy decisions. In the future, detailed decisions are not the chore of the Commission.

Commissioner Llorente expressed resistance to telling the City Librarian what to do on a daily basis and suggested making a recommendation regarding placement.

In response to Commissioner Higueras expressed interest in guidelines who requested that the City Librarian report back in the future regarding correlation between public interest and the guidelines, Mr. Dowlin stated it could be included in the quarterly report to the Commission.

Mr. Dowlin reported a sign-up sheet and negotiation with staff as to access to archives.

In response to Commissioner Higueras, Mr. Dowlin stated that signs would need to be placed in History Center.

Mr. Dowlin suggested moving on in the agenda.

Commissioner Llorente suggested a motion on where to move cc.

Mr. Dowlin asked for clarification.

Vice President Streets suggested that if circumstances change, he be guided by the policy.

Commissioner Chin requested moving on in the agenda.

Mr. Dowlin asked for clarification.

In response to Commissioner Chin's request that no money be spent on this, Commissioner Steiman suggested another motion in the future to improve the online

catalogue.

Commissioner Chin argued against this and asked to move on and not make a motion.

MOTION: Commissioner Agnos moved to recommend to the City Librarian that the old card catalog be moved to the Library Annex.

Mr. Warfield asked for clarification as to the library annex.

Ms. Kashuba urged voting no on moving to annex, allow the City Librarian to decide, and supported putting it in the new Main Library.

Ms. Boler opposed the motion on grounds of cost.

Commissioner Llorente stated cost had been addressed.

Mr. Warfield pointed to point 7 in the guidelines and called it counter to the concept of access in requiring a written request requiring Chief of the Main approval.

President Coulter stated History Room staff would provide general public with access.

Mr. Dowlin stated details of access on archival collections could be addressed.

ACTION: 6 yes votes
Commissioner Chin voted no.

Revision of bylaws:

President Coulter recessed the meeting at 7:50 p.m. and reconvened the meeting at 8:02 p.m.

Commissioner Llorente reported that the draft revised bylaws were not available at the August 22, 1996 Planning and Policy Committee meeting with discussion planned for the next meeting. He found that he would not be available for the next meeting as he was being honored by the Minority Bar Association. President Coulter agreed the issue could be heard at the full Commission.

Mr. Hale suggested President Coulter could sit in on committee meetings.

President Coulter stated that revision was to simplify the bylaws in line with the new City Charter, the Brown Act and the Sunshine Act. Deputy City Attorney Schaefer included the annual report in the revised bylaws. He stated the three-minute speaking rule had been included.

MOTION: Commissioner Llorente moved to adopt the bylaws as submitted.

Commissioner Steiman stated that the Commission will hold regular meetings in the branches but will not include the schedule in the bylaws. Commissioner Llorente suggested deciding at the beginning of each year.

Mr. Dowlin pointed out that the meeting schedule had been included in the bylaws because of the opening of the new Main and inaccessibility of the old Main.

Ms. Schaefer called this in the public interest with additional notice whenever meetings are not held at the Main Library and reassured President Coulter that this revision follows all requirements of the Sunshine Ordinance and Brown Act.

In response to Ms. Olsen who requested postponement of the vote and making them available at branch, President Coulter stated that the vote had been properly noticed and that the bylaws could be changed in the future.

Ms. Harris asked that "illicit" be changed to "elicit".

In response to Ms. Riley who suggested not meeting on Election Day in order to obtain public participation, President Coulter suggested the Commission Secretary check schedule for holidays, etc.

In response to Mr. Warfield, Commissioner Steiman reported that the version presented at the meeting was a combination of both versions. He requested putting off the discussion.

Mr. Hale requested putting off the vote and offered changes to the revised bylaws.

Ms. Schaefer stated that changes had been taken directly from the new City Charter.

President Coulter ascertained from the Commission Secretary that all tape recordings of Commission meetings are being retained.

ACTION: Unanimously approved

CITY LIBRARIAN'S REPORT

Ms. Page gave a status report on shelving, status of books in order on shelves and lines at checkout. She reported 500 additional staff hours per week have been added to shelving. Other departments have given 120 hours. In three weeks in the implementation phase one-third of the backlog has been eliminated. First, second, fourth and fifth floors are up-to-date. The third floor general collection is a problem

which is being concentrated on.

FINANCE COMMITTEE REPORT

Adoption of Resolution #2067:

President Coulter asked to be recused from voting on this matter.

MOTION: Commissioner Llorente moved to recuse President Coulter from voting on this issue.

ACTION: Unanimously approved

(President Coulter handed the gavel to Vice President Streets and did not vote on this issue.)

Sybil Boutilier, SFPL finance staff, reported on T-1 lines for Bayview, Excelsior and Chinatown branches being made possible through this grant.

In response to Ms. Riley who suggested that future costs be discussed, be made available regularly and asked if costs are being passed on to the public directly, Mr. Dowlin stated that continuation would be decided at the end of the grant.

MOTION: Vice President Streets moved to authorize the San Francisco Public Library through the Friends of the San Francisco Public Library to accept and expend $225,000 in cash and in-kind services to be awarded jointly by the American Library Association and Microsoft Corporation, as part of the libraries online program to provide neighborhood access to telecommunications, multimedia and the graphical internet in three branch libraries; waiving indirect costs.

ACTION: Unanimously approved

Report on the Library's first quarterly 1996-97 expenditures and long-range financial plan:

Vice President Streets reported on the previous Finance, Operations and Building committee meeting: After approval of budget for 1996-97, the committee and Commission requested the Finance Department to report expenditures on a quarterly basis and to develop cost centers for each of the major departments within the library system. As shown in meeting handouts, expenditures are rapidly exceeding resources, particularly in the temporary help category. An attempt is being made to rectify this budget deficit through attrition. The committee desired that the full Commission was aware that the committee had some real concerns about meeting the budget deficit

through attrition. The committee has asked the Finance Department and the Administration to look at ways in which we had not thought about before of reducing the deficit, to putting forth issues that had not been considered, to go back and review David Binder's telephone survey to insure that public and patron expectations are being addressed. She stated a commitment to no layoffs, so as to not further erode services of the Library system, that the Mayor has told the Library that it must live within its means and that the situation is being aggressively tackled.

In response to Commissioner Llorente, Vice President Streets stated that the Board of Supervisors and Controller had also requested that the Library report to them on a quarterly basis. Mr. Dowlin stated that the Administration would send the report to the Board of Supervisors after presenting it to the Commission.

Vice President Streets reported that the Board of Supervisors had also requested that the Library create a 10-year projection of revenues and expenses, even though the City and public and private entities do not. She stated that the Library has done so. She stated that the charge of the Library is to live on an annual basis within our budget and within our means, which is presently being aggressively pursued.

In response to Commissioner Agnos, Mary Downey, Finance Director, reported that the attrition rate was the equivalent of 14 FTEs since July 1, 1996, with no payroll change. She stated that each payroll is being examined and analyzing of every pay period, checking the hours that are official requisitioned hours against actual hours worked, working with Chiefs, managers and supervisors.

In response to Commissioner Agnos' questions re using overtime to replace positions which have been attrited, Ms. Downey reported high overtime costs and extra hours worked due, in part, to the high usage at the new Main Library during the first quarter. She further reported that tools have just become available to report back to management to pinpoint problem areas.

In response to Commissioner Agnos, Ms. Downey assented that a supplemental appropriation would be coming back to the full Commission.

Vice President Streets stated that the Commission feels priorities are in the wrong place and that we tend to focus on issues which divide, and the Commission, in its fiduciary responsibility, should focus on the financial side of the institution and cannot wait until the end of an agenda to discuss how to close the $1.9 million deficit. She stated that the public was owed more than that.

Vice President Streets returned the gavel to President Coulter.

In response to President Coulter's question about a timing issue, Ms. Downey stated

that the Library was working out with the Controller and the Mayor's office an appropriate timeframe agreeable to all.

PLANNING AND POLICY COMMITTEE REPORT:

Protocol for naming branch libraries:

Commissioner Llorente reported on Commissioner Chin's written proposed protocol.

Proposal honoring Joseph Balanesi at Parkside branch library:

Commissioner Llorente reported on the proposal to place a wall plaque with photo at the branch, include written material on file about the honoree and include this information online.

MOTION: Commissioner Steiman moved to proceed with this honor.

ACTION: Unanimously approved

LIBRARIAN'S GUILD REPORT

None

NEW BUSINESS

None

PUBLIC COMMENT

Ms. Boler, speaking on behalf of the Gray Panthers, reported being alarmed and disturbed about books not remaining in the collection and that 57,286 had been given away since February of 1996.

CLOSED SESSION

President Coulter announced that the Commission Secretary's evaluation would not be performed at this meeting but would be the first item on the agenda at the next meeting.

OPEN SESSION

See immediately above

ADJOURNMENT

Upon Commissioner Llorente's motion and unanimous approval by the Commission, President Coulter adjourned the meeting at 9:30 p.m.

Margaret W. Culver

Margaret W. Culver
Library Commission Secretary

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

12/03/96
M. Culver

E L. BROWN, JR.
N A. COULTER
ent
A. STREETS
President
RY AGNOS
NIE K. CHIN
LES A. HIGUERAS, A.I.A.
EST H. LLORENTE
OL STEIMAN
missioners
NETH E. DOWLIN
Librarian
ARET W. CULVER
on Secretary

Planning and Policy Committee
SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Thursday, August 22, 1996

A regular meeting of the **Planning and Policy Committee** of the San Francisco Public Library Commission was held on Thursday, August 22, 1996, at the Main Library, Civic Center.

Call to order: 4:33 p.m.

Members present: Commissioner Ernest H. Llorente, chair
Commissioners Lonnie K. Chin and Carol Steiman

Public comment: None

Public hearing on Commission position on card catalogue ("cc"):

Dalisay Bocobo-Balunsat, retired librarian, recommended retaining cc for use when online catalogue is unavailable.

Jim Kirwan, library activist, presented Walter Biller's handout illustrating measurements of cabinets.

Ed Regan, library patron, favored retaining cc, requested one for fiction and one for non-fiction and suggested removing rods from drawers.

Tillie Olsen, writer, favored retention and stated that finding information in the cc is possible but no so on the online catalogue and that some people feel shame asking for help with computers.

Marc Salomon, engineering student, stated capital expenses for maintenance over time had been disregarded and there was a need for future planning, reported a low number of books and shelf space, called the cc a needed research tool and asked if instructions are in multiple languages.

Sydney Rosen, Ph.D. and writer, stated that in 12 visits she had found only one book and that standard books in bibliography and one-year-old best sellers have been unavailable. She checked with ILL but received books from libraries outside San Francisco. She prefers the cc because she did not have a problem in the Old Main. Cc is valuable for getting ideas when working in a general subject area. Computer does not offer "serendipity." She asked what policy was on disposing of books.

Annette McNair, Main librarian, stated the public would appreciate the cc as an adjunct. She reported calling NYPL which had kept its cards up to date until 1972 and encouraged keeping cc at SFPL and Boston Public which had kept its cards in book form.

Nicholson Baker, writer, stated the cc art projects in the Main are not from the Main cc but came from the shelf list and branches. He demonstrated an analytic card and online printout of a book but stated it did not include what is in those books. He requested using the online and cc in conjunction with each other. He described the cc as an elaborately carved binding containing a unique manuscript.

Peter Warfield, library patron, suggested keeping cc because public wants it and feels more comfortable with it and the cost is minimal. He gave an example of research he had done from cc and online when not knowing how to spell category correctly and with a different call number the page could not find it. When using the call number from the cc he found it. He suggested using cc as back-up system in case of error and stated that thousands of books could only be found with the cc at present.

Jack Coll, retired 35-year librarian and cataloguer for five years, opposed cc as never having been terribly accurate, not having back-up capacity of online and that plans are underway to correct the online.

Susan McCarthy, writer, supported keeping cc even though other libraries have discarded theirs and suggested getting rid of old and replacing with new is not necessarily the best way to do things.

Djeete Boler, library patron, supported retaining cc as a necessary resource until listing of books being given away by Adopt-A-Book is assured.

Bill Hale, library patron, supported retention as a backup as some patrons are unable to access computers, and in case of power blackouts.

Melissa Riley, branch librarian, supported cc as an adjunct which can help with correct spelling, putting guide card in each drawer and that the master catalogue should be brought from Old Main for cataloging purposes.

Nancy Musser, Chief of Technical Services, stated that the official shelf list had been brought to the New Main and that non-fiction was correct on the shelf. The shelf list is in numerical arrangement and is needed for access because online is not in numerical order.

Yvonne Slater, San Francisco resident, expressed concern that the "public will is not often done" and referred to the motion of the Board of Supervisors to retain the cc.

Timothy Gillespie, Public Access Project, referred to $500,000 reported estimate to move cc was only $5,000 and that the reported estimate of 20,000 square feet to display cc was only 300-500 square feet.

Michael Ginsborg, law librarian, presented a handout (available in Commission office), thanked the Commission Secretary for her assistance and Mr. Dowlin for developing the online catalogue. He supported moving cc to New Main.

Tom Carey, SFPL librarian, supported retaining cc as a viable alternative.

Cathy Bremer, SFPL librarian, spported retention of cc and stated that though it does not function as inventory, it is accurate in representing what is in the library at any given moment.

Claire LaVaute, SFPL technician, supported retention to augment input records and reported a two-month backlog of books to be reshelved on the lower level.

Marcia Schneider, Chief of Branches, stated that the last copy guideline being used to discard books had last been updated in 1995-96 and that a committee of Main and branch librarians was working on an updated withdrawal policy.

Edward Hasbrouck, writer and library patron, criticized service for weekend patrons as having poor user flow, supported preserving cc until scanning of it could be done and that more patrons could use cc at one time than could be done with the online.

Andrea Grimes, SFPL History Room librarian, opposed Brooks Hall as a site for books and recommended placing cc in History Room.

Zoia Horn, librarian, opposed sending cc to Brooks Hall as it should be kept in close proximity to the online catalogue.

Kassim Visram, library patron, commented that when Brooks Hall was brought up the wording of the resolution included reflecting the will of the people which was to retain the cc in the New Main Library.

Ellen Egbert, Bernal Heights branch patron, suggested that the administration should have come to the meeting with availability and description of space and real costs.

MOTION: Commissioner Llorente moved: As a matter of policy, we recommend to the full Commission that the card catalogue and case be preserved for all of the reasons stated in public testimony in this session and that the card catalogue be moved from its present location to another location which is accessible to the public.

ACTION: Unanimously recommended

Commendation of former librarian:

MOTION: Commissioner Steiman moved to recommend to the full Commission commendation of former librarian Dalisay Bocobo-Balunsat for her work over the years in behalf of the Library.

ACTION: Unanimously recommended

New business: None

Adjournment: 8:10 p.m.

10/19/96
M. Culver

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11/26/96 Special

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...or

EN A. COULTER
...ident

N A. STREETS
...President

RRY AGNOS
NIE K. CHIN
RLES A. HIGUERAS, A.I.A.
EST H. LLORENTE
ROL STEIMAN
...missioners

NNETH E. DOWLIN
...y Librarian

T W. CULVER
...n Secretary

NOTICE OF SPECIAL MEETING

President Steven A. Coulter has called a special meeting of the San Francisco Public Library Commission as provided for under section 67.6(f) of the Sunshine Ordinance which provides that special meetings of any policy body may be called at anytime by the presiding officer. As required, notice of this meeting will be delivered to each member of the Commission and to each media source which has requested such notice at least 24 hours before the time of the special meeting.

DATE: Tuesday, November 26, 1996

TIME: 4:00 PM

PLACE: Latino/Hispanic Community Meeting Room,
Main Library, Civic Center

AGENDA:

ACTION ITEM?

1. CALL TO ORDER

2. SUPPLEMENTAL APPROPRIATION

Discussion and possible action to approve or disapprove a fiscal year 1996-97 supplemental appropriation request to appropriate new revenues and reallocate existing budget lines for the operating budget — **YES**

a. Public comment

b. Motion to approve or disapprove the supplemental

3. ADJOURNMENT

11/22/96
M. Culver

CIVIC CENTER
SAN FRANCISCO, CALIFORNIA 94102
TELEPHONE 415.557.4233

SAN FRANCISCO PUBLIC LIBRARY COMMISSION - ACCESSIBLE MEETING POLICY

To ensure the participation of the disabled public in all Commission public meetings, the following items concerning accessibility will be available:

1. Sign Language interpreters or note takers will be available upon request. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

2. A sound enhancement system will be available upon request at the meetings. Please contact Services for the Deaf and Hearing Impaired at 415/557-4433 (TDD) or 415/557-4434 (Voice) at least 72 hours prior to the meeting. Late requests will be honored if possible.

3. A person who is deaf or hearing impaired may gain meeting information prior to the meeting by calling 415/557-4433 (TDD) or 415/557-4434 (Voice). In addition, the California Relay Service can be used by individuals with hearing and speech impairments by calling 1-800/735-2929 (TDD) or 1-800/735-2992 (Voice).

4. Minutes of the meetings are available in alternative formats. If you require the use of a reader during the meeting, please contact the Library for the Blind and Print Handicapped at 415/557-4253 at least 72 hours in advance of the need.

5. Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call the accessibility hotline at 415/554-8925 to discuss meeting accessibility. In order to assist San Francisco's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

6. Library Commission meetings will be held at the Main Library, 100 Larkin Street at Grove, Lower Level, Latino-Hispanic Community Meeting Room. The Commission meeting room is wheelchair accessible. The closest accessible BART station is Civic Center. The accessible MUNI line serving this location is the #19 Polk. For information about Muni's accessible service, please call 415/923-6142.

7. There is accessible parking available at 355 McAllister, Civic Center Plaza Garage. Call 415/863-1537.

8. Accessible seating for persons with disabilities (including those using wheelchairs) will be available at meetings.

<u>Know Your Rights Under The Sunshine Ordinance</u>

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force at 415/554-6075.

06/25/96 - M. Culver

DRAFT

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the special meeting of Tuesday, November 26, 1996

The San Francisco Public Library Commission held a special meeting on Tuesday, November 26, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 4:12 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Charles A. Higueras, A.I.A., and Ernest H. Llorente. Commissioners Lonnie K. Chin and Carol Steiman were excused.

Supplemental Appropriation

MOTION: Vice President Streets moved to recommend approval of the supplemental appropriation to address the Library's projected shortfall and that the City Librarian will bring back to the full Commission within 45 days a plan outlining specific steps that he will take to reduce costs and/or increase revenues so that the reserve on the book budget is removed as quickly as possible and make the Mayor's audit a priority.

ACTION: Unanimously approved

President Coulter adjourned the meeting at 5:25 p.m.

12/6/96
M. Culver

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Supplemental Appropriation

President Coulter stated the purpose of the meeting was to address the anticipated shortfall in revenues for the Public Library in the current fiscal year. (Complete remarks on file in Commission office)

City Librarian Kenneth E. Dowlin presented his letter of November 25, 1996 (on file in Commission office) and outlined his five-step strategy: 1) supplemental to appropriate new funds and to reallocate currently available funds; 2) maintain attrition program to eliminate excess full-time equivalent positions; 3) implementation of Payroll Management Program to reduce spending by strictly holding personnel to their approved requisitioned hours; 4) continue to seek additional sources of revenue from non-City funds; and 5) books and library materials funds will be held on reserve to ensure that the budget is not exceeded (taking them off reserve once future savings and revenues are realized).

In response to Commissioner Llorente's question whether the Library had worked with the Budget Analyst of the Board of Supervisors and if there would be contingencies if the supplemental were not approved, Mr. Dowlin stated that the Library had worked with the offices of the Mayor and Controller and that funds are available in the Controller's office and cannot be spent for any other City purpose.

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In response to Vice President Streets who reminded that this encompasses the next six months and with the same level of spending we will be looking at a $3 million shortfall, Mr. Dowlin stated that the audit would see that liabilities were not created for next year.

Commissioner Llorente stated his request for long-range fiscal planning in order to avoid future crises.

In response to Commissioner Agnos who stated that the specific items making up the shortfall were basically one-time hits, Mr. Dowlin reported that the budget process in the future will be dealt with quarterly. David Price, Assistant City Librarian/Finance-Administration, reported that some capital costs will be paid off this year (telephone switch - $587,000 will go into baseline budget) and others in the future ($800,000-900,000). Collection of fines and fees will be $100,000-150,000 of new revenues added. Growth estimate was $800,000-900,000 last spring. Staff planning with the union is being studied.

In further response to Commissioner Agnos, Mr. Dowlin said the $1.1 million shortfall could be met through fines, cafe fees, attrition and other potential sources of revenue.

In response to President Coulter's question if there were other ways to change system-wide rules and regulations, as well as revising staffing, to make the Library more efficient with regard to expense items, Mr. Price stated that staff planning is the major component of the strategic planning which will be completed in December.

In response to Commissioner Llorente, Mr. Dowlin stated that a Commission task under the new charter is to reassess all fines and fees and to establish policy on what proportion of the budget should go to collections and establish policy to continue public-private partnership. President Coulter recalled that the 10-cent per day overdue fee could be the break-even point for fines. Mr. Dowlin reported that an agreement had been made with the Tax Collector regarding the $800,000 in outstanding fines.

President Coulter expressed satisfaction that the Library audit by the Mayor's office had been moved to the top of the list.

MOTION: Vice President Streets moved to approve the supplemental appropriation to address the Library's projected shortfall and that the City Librarian will bring back to the full Commission within 45 days a plan outlining specific steps that he will take to reduce the costs and/or increased revenues so that the reserve on the book budget is removed as soon as possible and that the Mayor's office be asked to move the Library to the priority list for a City audit.

In response to M. L. Shannon, writer, who questioned whether computer terminals

would continue being purchased to the exclusion of books, Mr. Dowlin reported that over 350,000 books had been purchased in the last three years. President Coulter recalled that in the past the book budget was $1 million, there had been talk of eliminating it, with Prop E it increased to $4.5 million, and is presently at $3.5 million.

President Coulter responded to Ed Regan, library patron, that the supplemental appropriation of $2.8 million was to correct the shortfall. Mr. Regan opposed it because it did not include more hours. In response to Mr. Regan's question, Mr. Price stated that the present budget for fines collection is $150,000.

In response to Bill Hale, library patron, asked for substantiation of 12,000/day figure for usage and cost of hours over the 1028 baseline, Mr. Dowlin offered to do a cost study. President Coulter stated that hours are not being rolled back and the Library is trying to find a way not to encumber the book budget. Vice President Streets clarified that the City Attorney's office has found under the Charter that the Library cannot roll back to 1028 hours.

Jim Kirwan, library patron, congratulated the Commission for a forthcoming desire to be at the top of the list for the audit. In response to Mr. Kirwan, Mr. Dowlin offered to analyze the data regarding expenditure on books and make it available to the Commission Secretary.

Tillie Olsen, library user/author, requested the Commission make a motion that essential materials be mailed out to those on the mailing list so that public can come adequately prepared. Mr. Dowlin responded to Ms. Olsen's question regarding cessation of book purchases that had he sent a memo to staff on November 14 indicating that the Library would: continue attrition to realize savings, would not allow employees to work over their requisitioned hours and that he did not want to purchase new books until the budget was balanced, with the exception of obligated contracts and emergency purchases. He stated this did not include special funds and that Technical Services would continue to catalogue and process standing orders and business services. Ms. Olsen stressed the need for librarians and materials being available.

David Gabler, SEIU Local 790 representative, supported the supplemental appropriation as a sensible and responsible document to resolve the budget problem. He committed to continue to meet with administration and bring problems as seen by staff. In response to President Coulter, Mr. Gabler agreed that staff would be offering solutions in future meetings.

In response to Deetje Boler, library patron, who asked for the number of books possessed by the Library and whether any funds have been spent this fiscal year on book purchases, Mr. Price stated that to date $800,000 had been spent on

periodicals/subscriptions and the Library is in the process of spending on continuation and on popular new books, with $2-2.5 million left to spend. In response to Ms. Boler's question as to amount paid on books received, Mr. Price indicated that would show in the next monthly report and offered to provide that information to her. In response to Ms. Boler as to whether the non-expenditure would be included in the shortfall or the expenditure would be taken out of the supplemental, Mr. Price agreed to include this information in the report for Mr. Kirwan. Mr. Dowlin offered that over 2.2 million books had been inventoried in the Main Library and branches. Vice President Streets suggested that any gifts and grants be netted out of the reports in anticipation that they will be used for a core book budget figure versus the $4.5 million.

In response to Ms. Boler regarding disposition of 17,000 books remaining in the discard room, President Coulter stated that Commission would take this up at a future meeting.

In response to Peter Wiley, author, regarding what happens with funds for books and materials being held back in the budget, if cuts are not made this year, and where the level is set for books and materials next year, Mr. Dowlin stated that the Controller would hold the funds back to cover any over-expenditure in accounts. President Coulter stated that if the book budget stays the same, money not coming out of salaries will come out of the book budget. He called for a long-term solution in order to operate effectively. Vice President Streets reiterated her request for a detailed plan in order not to use the book budget.

In response to Mr. Kirwan's suggestion that the Library Foundation be approached for additional funds, President Coulter reminded that the Foundation contributes services over and above what the City provides and that some of the public was adverse to private funds coming to the Library. Commissioner Agnos stated that the Foundation does not contribute to salaries.

ACTION: Unanimously approved

President Coulter adjourned the meeting in the spirit of Thanksgiving at 5:25 p.m.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

12/31/96
M. Culver

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LIE L. BROWN, JR.
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EN A. COULTER
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A. STREETS
President

RY AGNOS
NIE K. CHIN
LES A. HIGUERAS, A.I.A.
EST H. LLORENTE
OL STEIMAN
MISSIONERS

NETH E. DOWLIN
Librarian

ST W. CULVER
Secretary

NOTICE OF MEETING

ATTENTION:

A special meeting will be held at 5:00 p.m. before the regular meeting. That special meeting will be for the purpose of employee evaluation closed sessions. The start of the regular meeting may be delayed. It is possible that the regular session will start later because of the special meeting. The regular session will not start before 6:00 p.m.

The San Francisco Public Library Commission will hold special and regular meeting as follows:

DATE: **Tuesday, December 3, 1996**

TIME: **5:00 PM** **NOTE TIME CHANGE**

PLACE: **Latino/Hispanic Community Meeting Room, Main Library, Civic Center**

AGENDA OF SPECIAL MEETING:

ACTION ITEM?

1. CALL TO ORDER

2. CLOSED SESSION

A. Evaluation of City Librarian Kenneth E. Dowlin's performance (permitted under Government Code section 54957)

B. Evaluation of Commission Secretary Margaret Culver's performance (permitted under Government Code section 54957)

3. OPEN SESSION

Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session **YES**

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4. ADJOURNMENT **YES**

AGENDA OF REGULAR MEETING:

1. CALL TO ORDER

2. MINUTES

A. Discussion and possible action to correct minutes of September 3, 1996, to show meeting was held at Chinatown branch **YES**

B. Presentation of, discussion of, and possible action to approve minutes of Commission meeting of November 5, 1996 **YES**

3. PRESIDENT'S REPORT
Commissioner Steven A. Coulter

A. Discussion and possible action with respect to potential litigation where Library would be the defendant. James Chaffee has written to President Coulter that he intends to file an action in Superior Court involving Commissioner Steiman's attendance at a Commission committee meeting where she was not a member of the committee. **YES**

B. President shall ask Commissioners to state his/her willingness to run for Commission office

C. President to appoint three members to Nominating Committee

D. Discussion and possible action on the creation of two citizen advisory committees on the subjects of collection management and the future of library services **YES**

4. CITY LIBRARIAN'S REPORT
Kenneth E. Dowlin

A. Monthly update on special events, exhibits & other special programs

B. Discussion and possible action to approve the request for supplemental appropriation of $416,414 **YES**

of the remaining unappropriated interest earnings from the 1988 Public Library Improvement Bonds for the new Main Library Project

C. Discussion and possible action to approve annual Children's Services Plan for 1997-98 **YES**

D. CLOSED SESSION (requires motion to assert the attorney-client privilege) **YES**

Conference with David Norman and Sandra Schaefer, Deputies City Attorney (pursuant to section 54956.9(b)(1) of the California Government Code):
Anticipated litigation with Library as defendant
(Advisers invited to attend: Kenneth Dowlin, David Price, Mary Downey and Jim Cheng)

E. OPEN SESSION

Report if any action taken and motion and vote to disclose no information or to disclose part or all of the information discussed in the closed session **YES**

5. FINANCE COMMITTEE REPORT
Vice President Fran A. Streets, Chair

No meeting held in November

6. PLANNING AND POLICY COMMITTEE REPORT
Commissioner Ernest H. Llorente, Chair

No meeting held in November

7. LIBRARIANS' GUILD REPORT

No report submitted

8. NEW BUSINESS

9. PUBLIC COMMENT

10. ADJOURNMENT

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SAN FRANCISCO PUBLIC LIBRARY COMMISSION

Minutes of the special meeting of Tuesday, December 3, 1996

The San Francisco Public Library Commission held a special meeting on Tuesday, December 3, 1996, at the Main Library, Civic Center.

TILLIE L. BROWN, JR.
Mayor

STEVEN A. COULTER
President

FRAN A. STREETS
Vice President

SHERRY AGNOS
LONNIE K. CHIN
CHARLES A. HIGUERAS, A.I.A.
ERNEST H. LLORENTE
CAROL STEIMAN
Commissioners

KENNETH E. DOWLIN
City Librarian

MARGARET W. CULVER
Commission Secretary

The meeting was called to order by President Steven A. Coulter at 5:18 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman.

President Coulter stated the purpose of the meeting was to perform annual evaluations of City Librarian Kenneth E. Dowlin and Commission Secretary Margaret W. Culver, both positions reporting to the Library Commission. He read a news article dated August 14, 1987, written by Bill Mandel, when Kenneth E. Dowlin became City Librarian.

Peter Byrne, writer, commented on President Coulter's remarks.

Bill Hale, library patron, reviewed his recollections of administration performance since he began attendance at Commission meetings and distributed news articles.

Jim Kirwan, library activist, questioned management of the Library in the previous six months.

Tillie Olsen, author and library user, requested that Mr. Kirwan's letter to Steve Agostino dated December 3, 1996, be made public, supported the performance evaluations, requested that Dr. Kevin Starr's testimony regarding the condition of the Library when he left its employ be brought in and called for administration accountability.

In response to Jean Amos, library patron, who cited the high rating given the Library by the public, noted a lack of books and staff and questioned management, President Coulter stated that there is no consideration to reduce hours or number of branches, there is a $3.5 million book budget with $1.1 million being held in reserve until the shortfall for the current fiscal year is resolved, and that negotiations with the union will soon begin after its having approved the supplemental appropriation.

Marti Goddard, library staff, supported the City Librarian in his commitment to the public.

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Stephanie Stokes, Friends of the California Library board member, reported submitting a nomination of SFPL as outstanding library, and clarified that Dr. Kevin Staff had written a recommendation letter for Mr. Dowlin.

In response to Timothy Gillespie, Public Access Project, who stated the agenda had three Brown Act violations, Deputy City Attorney Sandra Schaefer stated that the meeting was correctly and legally noticed. Mr. Gillespie stated that Mr. Dowlin was chosen as City Librarian to build a new Library. He referred to past administrations of Mr. Dowlin and Mr. Price, called attention to the inadequate size of the new Library and estimated a $4.1 million deficit and using the book budget to cover it.

Ms. Stokes reminded Mr. Gillespie that Dr. Starr had publicly retracted his statement that a new library building was not needed.

CLOSED SESSION

MOTION: Commissioner Llorente moved to go into closed session based on Government Code section 54957.

ACTION: Unanimously approved

President Coulter called the closed session to order at 5:45 p.m. to evaluate City Librarian Kenneth E. Dowlin and Commission Secretary Margaret W. Culver.

OPEN SESSION

President Coulter called the open session to order at 7:00 p.m. and reported that no action had been taken in closed session.

MOTION: Commissioner Llorente moved to keep the matters discussed confidential.

ACTION: Unanimously approved

ADJOURNMENT

Upon the motion of Commissioner Llorente and the unanimous approval of the Commission, President Coulter adjourned the meeting at 7:02 p.m.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705. 01/03/97 - M. Culver

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E L. BROWN, JR.

N A. COULTER
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A. STREETS
resident

RY AGNOS
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ES A. HIGUERAS, A.I.A.
ST H. LLORENTE
L STEIMAN
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NETH E. DOWLIN
Librarian

ET W. CULVER
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the special meeting of Tuesday, December 3, 1996

The San Francisco Public Library Commission held a special meeting on Tuesday, December 3, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 5:18 p.m.

The following members were noted present: President Coulter; Vice President Fran A. Streets; Commissioners Sherry Agnos, Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman.

President Coulter stated the purpose of the meeting was to perform annual evaluations of City Librarian Kenneth E. Dowlin and Commission Secretary Margaret W. Culver, both positions reporting to the Library Commission. He read a news article dated August 14, 1987, written by Bill Mandel, when Kenneth E. Dowlin became City Librarian.

Peter Byrne, writer, commented on President Coulter's remarks.

Bill Hale, library patron, reviewed his recollections of administration performance since he began attendance at Commission meetings and distributed news articles.

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Marti Goddard, library staff, supported the City Librarian in his commitment to the public.

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TELEPHONE 415.557.4233

Stephanie Stokes, Friends of the California Library board member, reported submitting a nomination of SFPL as outstanding library, and clarified that Dr. Kevin Staff had written a recommendation letter for Mr. Dowlin.

Timothy Gillespie, Public Access Project, explained the contention by himself and others that one of the primary reasons that Kenneth Dowlin was appointed City Librarian was that other candidates had refused to build a new Main Library and instead supported expanding the old Main. He asserted that Mr. Dowlin was the only candidate willing to construct a new building and move the library which was why he was chosen.

Ms. Stokes reminded Mr. Gillespie that Dr. Starr had publicly retracted his statement that a new library building was not needed.

CLOSED SESSION

MOTION: Commissioner Llorente moved to go into closed session based on Government Code section 54957.

ACTION: Unanimously approved

President Coulter called the closed session to order at 5:45 p.m. to evaluate City Librarian Kenneth E. Dowlin and Commission Secretary Margaret W. Culver.

OPEN SESSION

President Coulter called the open session to order at 7:00 p.m. and reported that no action had been taken in closed session.

MOTION: Commissioner Llorente moved to keep the matters discussed confidential.

ACTION: Unanimously approved

ADJOURNMENT

Upon the motion of Commissioner Llorente and the unanimous approval of the Commission, President Coulter adjourned the meeting at 7:02 p.m.

These minutes were approved by the San Francisco Public Library Commission at its regular meeting of Tuesday, January 7, 1997.

M. W. Culver

Margaret W. Culver
Secretary, Library Commission

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LIE L. BROWN, JR.
or
EN A. COULTER
dent
N A. STREETS
President
RRY AGNOS
NIE K. CHIN
RLES A. HIGUERAS, A.I.A.
EST H. LLORENTE
OL STEIMAN
missioners
NNETH E. DOWLIN
Librarian
RGARET W. CULVER
omission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Minutes of the regular meeting of Tuesday, December 3, 1996

The San Francisco Public Library Commission held a regular meeting on Tuesday, December 3, 1996, at the Main Library, Civic Center.

The meeting was called to order by President Steven A. Coulter at 7:03 p.m.

The following members were noted present: President Coulter; Commissioners Sherry Agnos, Lonnie K. Chin, Charles A. Higueras, A.I.A., Ernest H. Llorente and Carol Steiman. Vice President Fran A. Streets was excused.

MINUTES

MOTION: Commissioner Chin moved to correct the minutes of September 3, 1996, to show the meeting was held at Chinatown branch.

ACTION: Unanimously approved

MOTION: Commissioner Agnos moved to approve the minutes of the Commission meeting of November 5, 1996.

In response to Tillie Olsen, library patron, President Coulter stated that the Guidelines for Use of the Main Library Card Catalogue had not been adopted.

ACTION: Unanimously approved

PRESIDENT'S REPORT

In response to President Coulter's question, because of the lateness of the hour after the closed session, as to which items on the agenda were mandatory, Deputy City Attorney Sandra Schaefer responded that nominations were required under the bylaws and a response was due on the potential litigation item.

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Potential litigation of James Chaffee

President Coulter reviewed the issue stating that the Commission operates with two committees composed of three people on each with two members composing a quorum of a committee and four people composing a quorum of the full Commission. At issue was the attendance of Commissioner Steiman at a Finance Committee meeting without being a member of that Committee. Mr. Chaffee argued that her attendance was a violation of the latest ruling from the City Attorney's office. In the past, it was legal. However, in the past year, California Attorney General Dan Lundgren issued an opinion that the fourth person attending would make it a violation of the law. The City Attorney advised following the more recent ruling, unless the Commission wanted to challenge it in court. President Coulter commended Commissioner Steiman for her interest.

Deputy City Attorney Sandra Schaefer informed the Commission that Mr. Chaffee's letter was not a legal demand letter and suggested that response be in letter form with reaction from the Commission. In response to President Coulter, Ms. Schaefer reported that the City Attorney is not suggesting that the Commission should seek to avoid a lawsuit and that the Attorney General's opinions are not law. President Coulter polled the Commissioners on how they would like to proceed.

Commissioner Steiman stressed that Commissioner attendance at committee meetings broadens their understanding, she would continue to attend them and that her discussion with Marcia Schneider at the meeting in question was informational only.

Commissioner Llorente stated that Attorney General opinions are not upheld in higher courts and that Supervisors have attended other than their own committees.

Commissioner Chin commended Commissioner Steiman for her extra time spent and asked Mr. Chaffee to participate in a dialogue.

Peter Byrne, writer, expressed his views on Commission meetings and stated that the Brown Act was enacted to stop back-door collaboration.

Lurilla Harris, library patron, questioned President Coulter's remarks.

President Coulter reiterated that Commission time be spent on real issues.

Jim Kirwan, library activist, suggested that the Commission shows contempt for public testimony and that the public expects more civility and openness, in order to avoid initiating lawsuits.

Deborah Doyle, member of Friends of the Library and a library volunteer, reported

Commissioner Steiman's long-time involvement in Friends and commended her involvement.

Bill Hale, library patron, stated that if Commissioner Steiman pursues this line of action in the future the matter will be taken to court.

In response to President Coulter, Ms. Schaefer stated that the Commission could decide how it wanted to respond to the letter or decide to ignore it; if ignored, the Commission could wait to see if a lawsuit was filed and, if so, tell the City Attorney how the Commission wanted it defended. She reminded that the City has interpreted this attendance as abiding by the law. In response to President Coulter, Ms. Schaefer stated that the August 1996 Attorney General opinion is being questioned in other cities in California and that she was unaware of any other San Francisco Commissions being faced with this problem but others are questioning the interpretation in the AG opinion.

Commissioner Agnos stated it would be doing a service to the public and other commissions to resolve the issue and that the Commission should actively respond to it.

Mr. Hale suggested that if any other entity was litigating it, San Francisco should look into it.

Melissa Riley, branch librarian, suggested that Commissioners listen to tapes of committee meetings.

Timothy Gillespie, Public Access Project, stated that Commissioner Steiman's commitment was not in question; he was willing to be part of a case trying constitutional issues; no court had ever found that any charges, suits, or claims made by himself and Mr. Chaffee frivolous; and that Judge Cahill, in the latest case tried, had found that the Commission had violated the Brown Act and Ms. Schaefer had responded that it would not happen again.

Tom Carey, librarian, characterized Commissioner Steiman as a library supporter and stated that the nine lawsuits by Mr. Chaffee were a point in his favor.

MOTION: Commissioner Llorente moved, as a matter of policy that, should litigation be filed on this issue, to vigorously defend it and that the Commission take up this issue and have the courts decide whether or not it is appropriate to have a non-sitting member of a committee, but a member of the Commission, be a member of the audience and listen and gather information.

Ms. Schaefer suggested an additional motion be made as to action on the letter.

In response to Mr. Gillespie who pointed out that a previous demand letter had been

ignored by the Commission until suit was filed, Ms. Schaefer stated that the letter caused changes to be made in agendas and limits but did not feel it required a written response. Upon Mr. Gillespie calling her for a response, she obtained permission from President Coulter to respond, but the lawsuit had already been filed. She stated that it was not a demand letter.

President Coulter reminded that the issue in question had been an incorrect motion coming out of a closed door meeting and reported that scripting was now being done to motions to assure that they are within the law.

Mr. Gillespie stated that when coming out of a closed session and taking a vote as to whether to disclose or not disclose, the Commission must take public comment and stated four Brown Act violations had occurred at the present meeting.

President Coulter stated that serious issues need to be dealt with by the Commission and suggested that Mr. Chaffee and Mr. Gillespie meet with Ms. Schaefer and Commission Secretary Margaret Culver and become advisers to the Commission.

Commissioner Steiman supported the suggestion in order to eliminate expenditure of City money in the case of violations.

ACTION: Unanimously approved

MOTION: Commissioner Llorente moved that the Commission write a letter to the proponents of this demand letter to invite them to be part of an advisory committee to assist the Commission in making procedure better.

Mr. Byrne stated he had respect for Mr. Chaffee and Mr. Gillespie and suggested the Commission work with them.

ACTION: Unanimously approved

In response to Ms. Schaefer who asked if she should respond to the letter, President Coulter stated that the interpretation previously held by the City Attorney was the preference of the Commission for handling, and it could be considered a demand letter.

In response to Commissioner Higueras, Ms. Schaefer stated that a demand letter must be responded to within 30 days. She reiterated that this was not a demand letter. Since the letter was sent to President Coulter, it was his decision as to protocol. It normally would be brought to the next meeting, if it were a demand letter, and the Commission would decide whether or not to respond.

Commissioner Agnos stated that letters, as a matter of policy, should be responded to

in a spirit of trying to prevent lawsuits.

Commissioner Higueras stated the Commission had already decided to respond in the two previous motions.

Commissioner Llorente suggested including in a response that the prior City Attorney's opinion controls and that the proponents would have to file suit.

In response to Commissioner Chin who called for even-handedness in dealing with all decisions and questioned whether ad hoc committees should be formed, Ms. Schaefer stated the issue is real but is a rare instance.

MOTION: Commissioner Llorente moved to send a response letter stating Commission policy is that the earlier opinion of the City Attorney's office controls as it relates to a Commissioner attending a committee meeting not of his/her committee, and that if there should continue to be disagreement the avenue would be a legal interpretation of the court.

ACTION: Unanimously approved

In response to City Librarian Kenneth E. Dowlin who pointed out that notices of an ad hoc committee appointed by the Commission needed to post agendas under the Brown Act, President Coulter instructed Ms. Schaefer to carry on further discussion regarding this.

1997 Officers - Nominating Committee

In response to President Coulter (pointing out that Vice President Streets was not present) who asked what procedure was for nominations, Ms. Schaefer cited the bylaws which require Commissioners to state his/her willingness to run for Commission office during the next term, and from those who are not interested the President names a Nominating Committee of three people. In response to Commissioner Steiman, Ms. Schaefer allowed that Vice President Streets could be nominated for office. After comments from those present, Commissioners Chin, Llorente and Steiman submitted written letters to the Commission Secretary stating they did not wish to run for office and were appointed by President Coulter to the committee, with Commissioner Steiman being appointed chair. Commissioner Higueras and President Coulter agreed to serve.

Creation of two citizen advisory committees on the subjects of collection management and the future of library services

President Coulter postponed this to a future meeting.

CITY LIBRARIAN'S REPORT

Monthly update on special events, exhibits & other special programs

Kathy Page gave updates on use statistics of new Main Library. Circulation in October was 128,000, much higher than in the old Main, an average daily circulation of 4,266. Daily visits through November were averaging 5,800 per day. Over Thanksgiving weekend, 6,567 visited on Saturday (up 26% per hour over average). Progress has been made in eliminating shelving backlog, significantly diminished from last month. A great deal of material waiting to be shelved on the Lower Level has been cleared. Fifty-one full book trucks are waiting to be taken to upper floors. An additional 12 book trucks are on the third floor. Significant backlog remains but steady progress is being made while watching to see what impact the curtailment of the additional page hours program, that had been in place for about four months, would have. We are holding our own.

In response to Commissioner Steiman fill, Ms. Page reported that another fill rate survey would be done after completing triage. (Anecdotal evidence is being found that books are being found on the shelves more frequently). The next fill rate survey will be run in January.

Mr. Dowlin stated that he intends to give the quarterly statistical and financial reports in January 1997 and that new registrations, compared to last year, were up almost 400%.

Children's Services Plan for 1997-98

Mr. Dowlin recalled that Prop J (the Children's Amendment) requires the City to do an annual plan prepared by the Mayor's Office of Children, Youth and their Families, and is presented to the Commissions specifically named in it. Mr. Dowlin introduced Jeff Mori, Director of MOCYF, who presented the draft plan and explained that it will be presented to all Commissions involved, with the Library Commission being first. After public comment and review, it will be finalized by December 23, 1996. In January 1997 a framework will be begun by a task force to develop a 5-year plan to distribute $14,000,000.

In response to Commissioner Chin, Mr. Mori gave his office number 554-8990. Commissioner Llorente announced his involvement in creating a juvenile drug court with which Mr. Mori's office will be working.

Toni Bernardi, Coordinator of the Library's Children's and Youth Services, reported that MOCYF administers the Children's Fund and integrates all children's services in the City. The Library is funded through MOCYF and has also been involved in

discussions about services for children in a much broader scope and will continue to work with MOCYF.

No action was taken. (Report available in Commission office)

CLOSED SESSION

Ms. Schaefer read a statement of facts and circumstances giving rise to the discussion, listed participants as David Norman, Deputy City Attorney, Mr. Jim Cheng, Department of Public Works, and Ron Johnson, a DPW consultant, who would discuss potential litigation involved in construction of the new Main. They have been charged with dealing with change orders and negotiations about various claims arising out of the construction which may be asserted by the contractors and subcontractors against the Library. The discussion they wish to have involves payment for change orders currently negotiated or being negotiated, funds for bringing suits against the architect and defend claims to be brought by contractor and compensation for consultants who do the negotiations and evaluate the claims for possible City action.

This closed session is justified because it is the opinion of Deputy City Attorney David Norman that there is significant exposure to litigation against the City and Library and the City's position would be prejudiced by publicly announcing the size of the funds being requested or the strategies for negotiations. A full accounting will be publicly produced when these strategies and numbers would no longer prejudice the City's position.

MOTION: Commissioner Higueras moved to assert the attorney-client privilege and go into closed session for this discussion.

In response to Mr. Gillespie who asked how late the public would be expected to wait to further comment, Ms. Schaefer estimated 30 minutes.

In response to Mr. Regan, library patron, who asked why the session had to be closed, Ms. Schaefer stated when negotiating for an amount and those on other side are aware of what potential funds might be flexibility in negotiation is limited.

ACTION: Unanimously approved

CLOSED SESSION

President Coulter adjourned the meeting to go into closed session at 8:25 p.m.

President Coulter called the open session to order at 9:40 p.m. and asked Commission if it wanted to discuss any of the information or any action that was taken.

MOTION: Commissioner Higueras moved that the Commission elect to disclose information with respect to the supplemental appropriation request paying for existing change orders under the Public Library Improvement Bonds, specifically with respect to the payment of outstanding change orders that have been identified by the Department of Public Works and also to continue the effort by the City Attorney's office, as well as DPW, to continue to process the claims and other matters that will hopefully bring this construction project to a close.

In response to Commissioner Steiman, Commissioner Higueras stated that he was not disclosing specific amounts because it would potentially mitigate our ability to successfully settle our claims on behalf of the City.

In response to Mr. Gillespie, Ms. Schaefer stated that what was on the agenda was that the Commission was going to discuss potential lawsuits against the City and the Library and we would discuss those and part of that is discussing strategy. As part of that strategy, a use of some of a fund was suggested and the Commission took some action in this meeting and that is what you are trying to report. The action was to pay some of the claims that were outstanding for the change orders, in this strategy of how to go forward in the potential litigation. Commissioner Higueras reported that the Library was funded by a bond measure, part of which was a sum of money set aside to only to be used for matters related to construction of the facility. We are drawing on that money now.

Commissioner Chin reminded that a previous Commission and the Board of Supervisors had approved this sum of money.

In response to Ms. Olsen, Ms. Schaefer informed that the matter she was interested in was later on the agenda

ACTION: Unanimously approved

Approve the request for supplemental appropriation of $416,414 of the remaining unappropriated interest earnings from the 1988 Public Library Improvement Bonds for the new Main Library Project

David Price, Assistant City Librarian/Finance & Administration, gave an overview of his four-page Supplemental Appropriation Summary (copy in Commission office) and Jim Cheng of the Department of Public Works broke the request into two parts: 1) completion of salaries to complete punch lists, and 2) joint effort with City Attorney's office on the claims issue.

In response to Commissioner Chin, Mr. Cheng answered that employees are part-time and represent 50% of salaries. He reported that plans are for the punch lists to be done

in February 1997. In response to Commissioner Higueras, Mr. Cheng reported that a junior civil engineer, who had been an inspector on the project, was being retained on the project.

MOTION: Commissioner Higueras moved to appropriate this additional money borrowing from the interest from the 1988 Public Library Improvement Bonds for the new Main.

ACTION: Unanimously approved

FINANCE, OPERATIONS AND BUILDING COMMITTEE REPORT - None, as no meeting was held in November.

PLANNING AND POLICY COMMITTEE REPORT - None, as no meeting was held in November.

LIBRARIANS' GUILD REPORT - None, as no report was submitted.

NEW BUSINESS - None

PUBLIC COMMENT

Ms. Olsen felt a tape should be made available to Commissioner Steiman, stated that meetings had been canceled with short notice, requested materials be included in mailings, that bylaws changes information be made available sooner, that the old Main had been trashed in this meeting, that administrative policy had paid insufficient attention to seeing that books were inadequately stacked at the opening, that the core of the library is the working staff and that books are more essential than computers.

Mr. Regan reiterated his request that all branches and the Main be kept open 6 a.m. to midnight and 4-5 of the regional branches be open.

In answer to Mr. Kirwan's request for the documents he had requested in his letter (copy in Commission office) to Steve Agostini of the Mayor's budget office, President Coulter said to call the Commission Secretary.

Mr. Gillespie referred to hours of meetings being set by the bylaws and should be adhered to by the Commission. He suggested the Commission Secretary notify the public when a closed session will last longer than anticipated and stated if claimants were not announced at the meeting they should not be discussed in closed session. To the latter, Ms. Schaefer answered that there are a series of subcontractors who are suing the contractor and threatening lawsuits into which the Library would be brought and that the claimants which were paid were not necessarily threatening legal action.

Commissioner Higueras explained that a sum of money being requested had not yet been fully negotiated and we did not want to divulge how much money was being made available.

Commissioner Steiman stated that no individual claimants were mentioned in the closed session.

In response to Commissioner Higueras, Ms. Schaefer stated that sufficient warning had been given to the public about the duration of the closed session. Commissioner Higueras stated the Commission would attempt to include the duration of the closed sessions in the future.

ADJOURNMENT - President Coulter adjourned the meeting at 10:12 p.m.

Margaret W. Culver

Margaret W. Culver
Secretary, Library Commission

Please note: These are draft minutes subject to the approval of the Public Library Commission at its next monthly meeting. Copies of Commission handouts are available at the office of the Commission Secretary, 100 Larkin Street, San Francisco, CA 94102-4705.

01/04/96
M. Culver

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EN A. COULTER
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A. STREETS
President

RY AGNOS
NIE K. CHIN
LES A. HIGUERAS, A.I.A.
EST H. LLORENTE
OL STEIMAN
missioners

INETH E. DOWLIN
Librarian

RGARET W. CULVER
mission Secretary

SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Draft minutes of the regular meeting of Tuesday, December 3, 1996 (revised)

The San Francisco Public Library Commission held a regular monthly meeting on Tuesday, December 3, 1996, in the Main Library, Civic Center.

Call to order: 7:03 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman. Commissioner Fran A. Streets, Vice President, was excused.

APPROVAL OF MINUTES

Motion: Commissioner Chin moved to approve the minutes of the meeting of September 3, 1996, with correction to show that the meeting was held at Chinatown Branch Library.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

Motion: Commissioner Agnos moved to approve the minutes of the meeting of November 5, 1996.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

ACTION WITH RESPECT TO POTENTIAL LITIGATION

Motion: Commissioner Llorente moved that, as a policy, the library vigorously defend against any lawsuit filed regarding commissioners attending committee meetings of which they are not members, and to have the courts determine whether or not it is

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appropriate to have a commissioner who is not a member of a committee attend as a member of the audience to listen and gather information.

Members of the public who spoke: Peter Byrne, writer, opposed the matter; Lurilla Harris, member of the public, spoke regarding the matter; Jim Kirwan, library activist, spoke regarding the matter; Deborah Doyle, library volunteer, supported the matter; Bill Hale, library patron, spoke regarding the matter; Melissa Riley, librarian, spoke regarding the matter; Timothy Gillespie, Public Access Project, spoke regarding the matter; Tom Carey, librarian, spoke regarding the matter.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

Motion: Commissioner Llorente moved that the Commission write a letter to James Chaffee and Timothy Gillespie inviting them to become part of an advisory committee to assist in making improvement to meeting procedure.

Member of the public who spoke: Mr. Byrne supported the matter.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

Motion: Commissioner Llorente moved to send a response letter to Mr. Chaffee and Mr. Gillespie that it is policy that the earlier opinion of the City Attorney's office controls as it relates to a non-member of a committee who is a commissioner being allowed to sit as a member of the audience and gather information, and that the Library Commission will vigorously defend against any lawsuit challenging this policy.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

COMMISSIONERS POLLED ON WILLINGNESS TO RUN FOR OFFICE; APPOINTMENT OF NOMINATING COMMITTEE FOR 1997

In compliance with Commission bylaws, President Coulter polled Commission members on their willingness to run for the offices of president and vice-president. President Coulter stated that he would be willing to continue to serve as president of the Commission. Since Vice President Streets was not present at the meeting, President Coulter said that he would speak with her later regarding her willingness to serve.

Following the poll of commissioners present, President Coulter made the following appointments to the Nominating Committee: Commissioner Steiman, chair; Commissioners Chin and Llorente, members.

CLOSED SESSION

Motion: Commissioner Higueras moved that the Library Commission assert attorney-client privilege and enter into closed session to discuss anticipated litigation.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

Time the Commission began closed session: 8:25 PM

Time the Commission ended closed session: 9:40 PM

Motion: Commissioner Higueras moved that the Commission elect to disclose information with respect to the supplemental-appropriation request paying for existing change orders under the Public Library Improvement Bonds, specifically with respect to the payment of outstanding change orders that have been identified by the Department of Public Works, and to continue the effort by the City Attorney's office, as well as the Department of Public Works, to proceed to process the claims and other matters that will hopefully bring this construction project to closure.

Member of the public who spoke: Mr. Gillespie spoke regarding the matter.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

ACTION TO APPROVE REQUEST FOR SUPPLEMENTAL APPROPRIATION

Motion: Commissioner Higueras moved to appropriate $416,414 from interest accrued in the 1988 Public Library Improvement Bond for the new Main for the purposes of funding salaries of staff to complete construction punchlist activities and joint efforts with the City Attorney's office to settle claims issues.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

ADJOURNMENT

The regular meeting of Tuesday, December 3, 1996, of the San Francisco Public Library Commission adjourned at 10:12 PM.

C. Windsor
April 24, 1997

Please note: These are draft minutes which are subject to the approval of the Public Library Commission. Copies of Commission handouts are available at the office of the secretary, San Francisco Public Library Commission, 100 Larkin Street, 6th Floor, San Francisco, CA 94102-4705.

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ERRY AGNOS
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y Librarian
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SAN FRANCISCO PUBLIC LIBRARY COMMISSION
Approved minutes of the regular meeting of Tuesday, December 3, 1996

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Call to order: 7:03 PM

Members attending the meeting: Commissioners Sherry Agnos; Lonnie K. Chin; Steven Coulter, President; Charles Higueras, A.I.A.; Ernest H. Llorente; Carol Steiman. Commissioner Fran A. Streets, Vice President, was excused.

APPROVAL OF MINUTES

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Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

ACTION WITH RESPECT TO POTENTIAL LITIGATION

Motion: Commissioner Llorente moved that, as a policy, the library vigorously defend against any lawsuit filed regarding commissioners attending committee meetings of which they are not members, and to have the courts determine whether or not it is

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appropriate to have a commissioner who is not a member of a committee attend as a member of the audience to listen and gather information.

Members of the public who spoke: Peter Byrne, writer, opposed the matter; Lurilla Harris, member of the public, spoke regarding the matter; Jim Kirwan, library activist, spoke regarding the matter; Deborah Doyle, library volunteer, supported the matter; Bill Hale, library patron, spoke regarding the matter; Melissa Riley, librarian, spoke regarding the matter; Timothy Gillespie, Public Access Project, spoke regarding the matter; Tom Carey, librarian, spoke regarding the matter.

Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

Motion: Commissioner Llorente moved that the Commission write a letter to James Chaffee and Timothy Gillespie inviting them to become part of an advisory committee to assist in making improvement to meeting procedure.

Member of the public who spoke: Mr. Byrne supported the matter.

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Motion: Commissioner Llorente moved to send a response letter to Mr. Chaffee and Mr. Gillespie that it is policy that the earlier opinion of the City Attorney's office controls as it relates to a non-member of a committee who is a commissioner being allowed to sit as a member of the audience and gather information, and that the Library Commission will vigorously defend against any lawsuit challenging this policy.

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Motion: Commissioner Higueras moved that the Commission elect to disclose information with respect to the supplemental-appropriation request paying for existing change orders under the Public Library Improvement Bonds, specifically with respect to the payment of outstanding change orders that have been identified by the Department of Public Works, and to continue the effort by the City Attorney's office, as well as the Department of Public Works, to proceed to process the claims and other matters that will hopefully bring this construction project to closure.

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Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

ACTION TO APPROVE REQUEST FOR SUPPLEMENTAL APPROPRIATION

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Action: Approved by a vote of 6 - 0. Voting in support of the motion: Commissioners Agnos, Chin, Coulter, Higueras, Llorente, and Steiman.

ADJOURNMENT

The regular meeting of Tuesday, December 3, 1996, of the San Francisco Public Library Commission adjourned at 10:12 PM.

These minutes of the regular meeting of December 3, 1996, of the San Francisco Public Library Commission were approved at the regular meeting of May 6, 1997.

Cooley Windsor

Cooley Windsor
Secretary II

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missioners

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y Librarian

ARGARET W. CULVER
mission Secretary

SECRETARY'S SUPPLEMENTARY REPORT*
regarding the regular Library Commission meeting of Tuesday, December 3, 1996

1. **Call to order:** See minutes of the regular meeting of Tuesday, December 3, 1996.

2. **Minutes:** See minutes of the regular meeting of Tuesday, December 3, 1996.

3.A. **Discussion and possible action with respect to potential litigation:** President Coulter announced that the Public Library had received a letter from James Chaffee and Timothy Gillespie threatening a lawsuit. He indicated that the Commission in normal course would consider defense against litigation in closed session, but that the nature of the current issue was such that the public should be included and he had scheduled consideration for the open portion of the meeting.

The chair explained that the basic question to be resolved was whether people appointed as volunteers to a policy body such as the Library Commission would, in effect, surrender some measure of their constitutional rights, such as the right to attend public meetings. He reported that the complaint the library had received dealt specifically with Commissioner Steiman's attendance, as a member of the audience, at a meeting of the Finance Committee of which she is not a member, which resulted in a quorum of the Library Commission being present at that committee meeting.

President Coulter recalled that for years the City Attorney's opinion was that this type of attendance at a meeting was legal, but that last year the Attorney General issued an opinion that the attendance of non-members at a committee meeting which would form a quorum of the parent body would violate open-meeting law. The Commission President added that the City Attorney had advised departments to comply with the Attorney General's opinion unless a department wished to challenge the issue through legal action.

***Not part of official Commission minutes**

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Commissioner Steiman questioned whether the intent of open-meeting laws is to restrict public officials from hearing information from the public during public meetings, and noted that the alternative would increase commissioners' reliance on staff reports. She emphasized that she neither spoke nor asked questions during the Finance Committee meeting she had attended since she sought to ensure that she was not a participant in the committee's deliberations.

Suggestions presented during public testimony included having commissioners who are interested in committee meetings listen to tape recordings of those proceedings, and having the library attempt to determine if any other policy body is challenging the Attorney General's opinion on committee attendance.

In response to Mr. Gillespie's assertion that Brown Act violations had occurred during the present meeting, President Coulter invited Mr. Chaffee and Mr. Gillespie to become informal advisers to the Commission and to meet regularly with the Commission Secretary and Deputy City Attorney in order to correct whatever errors might be occurring.

3.B. **President shall ask commissioners to state their willingness to run for Commission office:** See minutes of the regular meeting of December 3, 1996.

3.C. **President to appoint three members to Nominating Committee:** See minutes of the regular meeting of December 3, 1996.

3.D. **Discussion and possible action on the creation of two citizen advisory committees:** Postponed

4.A **Monthly update on special events, exhibits, and other special programs:** Kathy Page, Chief of Main, reported on use statistics of the Main Library for the previous month. She stated that progress was being made in reshelving material, although a substantial backlog remained.

In response to Commissioner Steiman's inquiry regarding the fill rate, Ms. Page anticipated that the library's next fill-rate survey would be conducted following the current triage program.

4.B. **Discussion and possible action to approve the request for supplemental appropriation of $416,414:** See minutes of the regular meeting of December 3, 1996.

4.C. **Discussion and possible action to approve annual Children's Services Plan for 1997/98:** Jeff Mori, director of the Mayor's Office of Children, Youth, and Their Families, distributed copies of the draft of the Children's Services Plan and invited comment from the Library Commission and public.

4.D. **Closed session:** President Coulter read a statement citing Section 54956.9(b)(1) of the California Government Code permitting the Commission to enter into closed session, and he specified the individuals the Commission had invited to attend as advisers.

The chair requested that Sandra Schaefer, Deputy City Attorney, describe the facts and circumstances giving rise to the discussion, and she read a response regarding potential litigation involved with the construction of the Main Library and asserting that the city's position in negotiations could be prejudiced by publicly announcing the amount of funds requested for possible settlement or the strategies for settlement. The Deputy City Attorney stated that a full public accounting would be produced when it was determined that the information revealed would not prejudice the city's position.

4.E. **Open session:** See minutes of the regular meeting of December 3, 1996.

5. **Finance Committee report:** None

6. **Planning and Policy Committee report:** None

7. **Librarians' Guild report:** None

8. **New business:** None

9. **Public comment:** The Commission heard testimony from Tillie Olsen, Jim Kirwan, and Timothy Gillespie.

10. **Adjournment:** See minutes of the regular meeting of December 3, 1996.

C. Windsor
April 24, 1997